

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET

E-Mail: BrownCountyCountyBoard@co.brown.wi.us

P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4015 FAX (920) 448-6221

"PUBLIC NOTICE OF MEETING"

**Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public
that the following meetings will be held**

**THE WEEK OF
February 15 - 19, 2016**

MONDAY, FEBRUARY 15, 2016

- | | | |
|-----------|-------------------|--|
| *10:30 am | Harbor Commission | Port & Resource Recovery
2561 S. Broadway |
| *3:00 pm | Housing Authority | Room 604, City Hall
100 N. Jefferson Street |

TUESDAY, FEBRUARY 16, 2016

- | | | |
|----------|------------------------------------|---|
| *4:30 pm | Veterans' Recognition Subcommittee | Room 200, Northern Building
305 E. Walnut Street |
|----------|------------------------------------|---|

WEDNESDAY, FEBRUARY 17, 2016

- | | | |
|----------|--|--|
| *6:45 pm | Public Safety Committee – <i>Special Meeting</i> | Room 210, City Hall
100 N. Jefferson Street |
| *7:00 pm | Brown County Board of Supervisors | Legislative Room 203, City Hall
100 N. Jefferson Street |

THURSDAY, FEBRUARY 18, 2016

- | | | |
|----------|---------------|------------------------------------|
| *5:00 pm | Library Board | Central Library
515 Pine Street |
|----------|---------------|------------------------------------|

FRIDAY, FEBRUARY 19, 2015

- | | | |
|-----------|--|--|
| *12:00 pm | Mental Health Treatment Ad Hoc Committee | 1 st Fl. Board Rm, Sophie Beaumont Bldg.
111 N. Jefferson Street |
|-----------|--|--|

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

PORT & RESOURCE RECOVERY DEPARTMENT



2561 SOUTH BROADWAY
GREEN BAY, WI 54304

PHONE: (920) 492-4950 FAX: (920) 492-4957

DEAN R. HAEN
DIRECTOR

- PUBLIC NOTICE -
BROWN COUNTY HARBOR COMMISSION
Monday, February 15th – 10:30 am

Brown County Port & Resource Recovery
2561 S. Broadway, Green Bay, WI 54304

Agenda:

1. Call to order
2. Roll Call
3. Approval/Modification – *Meeting Agenda*
4. Approval/Modification – *December 14th, 2015 Meeting Minutes*
5. Announcements/Communications
6. Fox River Environmental Clean-up Project – *Public Comments/Update on Standing Item*
7. 2015 Annual Report - *Request For Approval*
8. WDOT Harbor Assistance Program Statement of Intentions- *Request For Approval*
9. Corps Final Accounting for the Cat Island Project – *Update*
10. Property Acquisition Plan - *Update*
11. 2015 Public Communication Outreach Report – *Update*
12. Director's Report – *Update*
13. Audit of Bills – *Request For Approval*
14. Tonnage Report– *Request for Approval*
15. Such Other Matters as Authorized by Law
16. Adjourn

Dean R. Haen – Director
Port & Resource Recovery Department

AGENDA
BROWN COUNTY HOUSING AUTHORITY
Monday, February 15, 2016, 3:00 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301

MEMBERS: Ann Hartman – Chair, Sup. Andy Nicholson – Vice-Chair, Tom Deidrick, Corday Goddard, and Andy Williams

APPROVAL OF MINUTES:

1. Approval of the minutes from the January 18, 2015 meeting of the Brown County Housing Authority.

COMMUNICATIONS:

REPORTS:

2. Report on Housing Choice Voucher Rental Assistance Program:
 - A. Preliminary Applications
 - B. Unit Count
 - C. Housing Assistance Payments Expenses
 - D. Housing Quality Standard Inspection Compliance
 - E. Program Activity/52681B (administrative costs, portability activity, SEMAP)
 - F. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)
 - G. VASH Reports (new VASH and active VASH)
 - H. Langan Investigations Criminal Background Screening and Fraud Investigations
3. Report on use of Administrative Reserves and HCV lease up.

OLD BUSINESS:

4. Discussion and possible action regarding a request from a BCHA downpayment loan recipient.

NEW BUSINESS:

5. Review and approval of Resolution No. 16-01 certifying the Brown County Housing Authority Annual SEMAP submission for fiscal year ending December 31, 2015.
6. Discussion and possible action regarding date and time of BCHA meetings.

INFORMATIONAL:

7. Review of Roles & Responsibilities section of Lead the Way training.

BILLS:

FINANCIAL REPORT:

STAFF REPORT:

8. Date of next meeting: March 21, 2016: Joint BCHA & ICS Board meeting, at ICS's office at 2605 S. Oneida St, Suite 106. Suggestions for agenda items welcomed.

Any person wishing to attend who, because of a disability, requires special accommodation should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. the day before the meeting so that arrangements can be made

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VETERANS SUBCOMMITTEE

Bernie Erickson, Chair
Ed Koslowski, Vice Chair
Louise Dahlke, Rosemary Desisles,
Lynn Geiser, Jim Haskins,
John Maino, Delores Pierce,
Duane Pierce, Tracy Rosinski, Joe Witkowski

****Running Total of Veterans' Certificates: 1726**

VETERANS' RECOGNITION SUBCOMMITTEE

TUESDAY, FEBRUARY 16, 2016

4:30 pm

Room 200, Northern Building

305 E. Walnut Street

Green Bay, WI

1. Call Meeting to Order.
2. Invocation.
3. Approve/Modify Agenda.
4. Approve/Modify Minutes of January 19, 2016.
5. Update re: Honor Rewards Program.
6. Possible Discussion re: 2016 Veterans' Appreciation Day at the Brown County Fair.
6A 25th Anniversary of Desert Storm?
7. Discussion and decision re: non-attending Subcommittee members.
8. Report from CVSO Jerry Polus.
9. Comments from Carl Soderberg.
10. Report from Committee Members Present (Erickson, Dahlke, Desisles, Haskins, Geiser, Koslowski, Maino, Pierce, Rosinski & Witkowski).
11. Such Other Matters as Authorized by Law.
12. Adjourn.

Bernie Erickson, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

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PUBLIC SAFETY COMMITTEE

Patrick Buckley, Chair
Pat La Violette, Vice Chair
Bill Clancy, Andy Nicholson, Guy Zima

SPECIAL PUBLIC SAFETY COMMITTEE

Wednesday, February 17, 2016

6:45 p.m.

**Rm 210, City Hall
100 N. Jefferson Street**

- I. Call meeting to order.
- II. Approve/modify agenda.

Medical Examiner

1. Budget Adjustment Request (15-84): Reallocation of more than 10% of the funds original appropriated between any of the levels of appropriation.

Sheriff's Department

2. Budget Adjustment Request (16-08): Any allocation from a department's fund balance.
3. Such other matters as authorized by law.

Patrick Buckley, Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

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PATRICK W. MOYNIHAN JR., CHAIR

THOMAS J. LUND, VICE CHAIR

**** REVISED ****

PUBLIC NOTICE OF MEETING

Pursuant to Section 19.85 and 59.094, Wis. Stats., notice is hereby given to the public that the regular meeting of the **BROWN COUNTY BOARD OF SUPERVISORS** will be held on **Wednesday, February 17, 2016 at 7:00 p.m.,** in the Legislative Room 203, 100 North Jefferson St., Green Bay, Wisconsin.

NOTICE IS HEREBY GIVEN THAT THE COUNTY BOARD MAY TAKE ACTION ON ANY ITEM ON THE AGENDA

The following matters will be considered:

Call to Order.

Invocation.

Pledge of Allegiance to the Flag.

Opening Roll Call.

1. **Adoption of Agenda.**
2. **Comments from the Public:**
 - a) Must be limited to items not on the agenda.
 - b) State name and address for the record.
 - c) Comments will be limited to five minutes.
 - d) The Board's role is to listen and not discuss comments nor take action on those comments at this meeting.
3. **Approval of Minutes of January 20, 2016.**
4. **Announcements of Supervisors.**
5. **Committee of the Whole:**
 - a) Open Session: Discussion and update as to Case No. ERD CR201501714, Loritz v. Brown County.
 - b) Closed Session: Notice is hereby given that the governmental body will adjourn into a closed session for discussion, possible action, update with legal counsel on the case, discuss possible outcomes given the circumstances of the case and the strategy to adopt regarding Case No. ERD CR201501714, Loritz v. Brown County. Closed session is authorized pursuant to Wis. Stat § 19.85 (1)(g), for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved and pursuant to Wis. Stat. §19.85 (1)(f) considering financial, social or personal histories or

disciplinary data of specific persons, the investigation of charges against specific persons, which if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such data, or involved in such problems or investigations.

- c) Reconvene in Open Session: Discussion and possible action regarding Case No. ERD CR201501714, Loritz v. Brown County.

6. **Communications**

- a) Late Communications.

7. **Appointments:**

County Executive:

- a) Reappointment of Harold Pfothenhauer to the Board of Health.
- b) Reappointment of Timothy McNulty and Appointment of Kathy Johnson to Criminal Justice Coordinating Board.
- c) Reappointment of Corrie Campbell, Patricia Finder-Stone and Appointment of Linda Mamrosh to the Transportation Coordinating Committee.

8. **Reports by:**

- a) County Executive.
- b) County Board Chair.

9. **Other Reports:** None.

10. **Standing Committee Reports:**

a) Report of Administration Committee of January 28, 2016.

1. Review minutes of:
 - a. Housing Authority (November 16, 2015). Receive and place on file.
2. County Clerk - Budget Status Financial Report for November, 2015. Receive and place on file.
3. Child Support - Director's Report. Receive and place on file.
4. Corporation Counsel - Budget Status Financial Report for November, 2015. Receive and place on file.
5. Corporation Counsel - Monthly Report for November, 2015 and December, 2015. Receive and place on file.
6. Treasurer - Budget Status Report for November, 2015. Receive and place on file.
7. Treasurer - Budget Performance Report for November, 2015. Receive and place on file.
8. Treasurer - Resolution Supporting Participation in the Town of Morrison's Future Economic Development.
 - i. To approve the resolution amendments as follows: Second WHEREAS, to state, "the Township has issued a raze order"; In the sixth WHEREAS after The Town of Morrison, strike "purchase and"; To add a seventh WHEREAS as follows: "WHEREAS, one time surplus in the Treasurer's Gain or Loss of Tax Deed account allows for a contribution for demolition, it is not the intent of Brown County to fund future demolition projects."; and under the NOW THEREFORE, change the "Twenty Thousand Dollars (\$20,000)" to "Twenty-Five Thousand Dollars (\$25,000)".
 - ii. To approve resolution as amended. See Resolutions and Ordinances
9. Treasurer's Report – Discussion:
 - a. Treasurer's Budget Account # 100-080-001-4907 Gain on Sale of Tax Deeded Lands:
2015 Gain on Sale of Tax Deeded Lands by WI Statute 75.36 (2m)(a) = \$ 67,486.09
History of Account # 100-080-001-4907:
2014 Loss on Sale of Tax Deeded Lands = -\$ 5,781.38.
2013 Loss on Sale of Tax Deeded Lands = -\$ 10,892.79.

2012 Loss on Sale of Tax Deeded Lands = -\$ 26,242.68.

2011 Loss on Sale of Tax Deeded Lands = -\$ 6,302.95. To approve.

10. Technology Services - Budget Status Financial Report for October, 2015 & November, 2015. Receive and place on file.
11. Technology Services, Monthly Report, Jan 2016. Receive and place on file.
12. Technology Services - Director's Report. Receive and place on file.
13. Human Resources - Budget Status Financial Report for November, 2015. Receive and place on file Items 13, 14 & 15.
14. Human Resources - Departmental Openings Summary. *See Item 13.*
15. Human Resources - January Human Resources Report. *See Item 13.*
16. Dept. of Admin - Budget Status Financial Report for November, 2015. Receive and place on file.
17. Dept. of Admin - 2015 Budget Adjustment Log. To approve.
18. Dept. of Admin - Resolution Authorizing and Approving a Supplement to Lease Relating to the Issuance of Refunding Bonds for the KI Convention Center Project by the Redevelopment Authority of the City of Green Bay, Wisconsin, and Other Details with Respect Thereto. To approve.
19. Dept. of Admin - Director's Report. Receive and place on file.
20. Audit of bills. To pay the bills.

b) Report of Education & Recreation Committee of February 4, 2016.

1. Review Minutes of:
 - a. Library Board (November 19, 2015, December 17, 2015 and January 11, 2016). Receive and place on file.
 - b. Neville Public Museum Governing Board (December 14, 2015). Receive and place on file.
2. Resch Centre/Arena/Shopko Hall - Complex Attendance for the Brown County Veterans Memorial Complex for December, 2015. Receive and place on file.
3. Resch Centre/Arena/Shopko Hall - Update re: Naming Rights Proceeds. Receive and place on file.
4. Parks Budget Status Financial Report for November, 2015 - Unaudited. Receive and place on file.
5. Park Mgmt. - Recommendation to fund Fairgrounds engineering services. To approve.
6. Park Mgmt. - Fair Board contribution for improvements at the Fairgrounds. To accept the Fair Board's contribution in meeting the requirements that were set forth in the budget process.
7. Park Mgmt. - 2015 Park attendance and field staff reports. Receive and place on file.
8. Park Mgmt. - Resolution for International Migratory Bird Day. To approve. See Resolutions and Ordinances.
9. Park Mgmt. - Resolution re: Extending the Brown County Park and Outdoor Recreation Plan for Three Additional Years. To approve. See Resolutions and Ordinances.
10. Park Mgmt. - Assistant Director's Report. Receive and place on file.
11. Park Mgmt. - Discussion re: Adventure Park Business Plan. To hold until March.
12. Park Mgmt. - Discussion and possible action re: RFP for Brown County NEW Zoo & Adventure Park Strategic Master Planning, Project #2029. To approve.
13. NEW Zoo - Budget Status Financial Report for November, 2015 – Unaudited. Receive and place on file.
14. NEW Zoo - Request from the N.E.W. Zoological Society, Inc. for fees to be waived for the 4th Annual "Skunks are Beautiful" Cribbage Tournament. To approve.
15. ZOO Monthly Activity Reports for December, 2015 and February, 2016. Receive and place on file.
16. Golf Course - Budget Status Financial Report for November, 2015. Receive and place on file.
17. Golf Course - Superintendent's Report. Receive and place on file.
18. Museum - Budget Status Financial Report for November, 2015. Receive and place on file.
19. Museum Director's Report for January 7, 2016.
 - i. To suspend the rules to take Items 19, 20 & 21 together.
 - ii. Receive and place on file Items 19, 20 & 21.
20. Museum - Article Post Crescent Media, November 5, 2015. *See Item 19.*
21. Museum Director's Report for February 4, 2016. *See Item 19.*
22. Library - Budget Status Financial Report for November, 2015 – Unaudited. Receive and place on file.
23. Library - Director's Report. Receive and place on file.
24. Open Session: Discussion and possible action. Enter info closed session.

25. Closed Session: A non-evidentiary closed session to discuss recent complaints regarding the work environment within a certain Brown County Department and the preliminary investigation relating thereto. Pursuant to Wis. Stat. § 19.85(1)(b), any meeting of a governmental body may be convened in closed session for purposes of considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person, or considering the grant or denial of tenure for a university faculty member, and the taking of formal action on any such matter. And, pursuant to Wis. Stat., § 19.85(1)(f), any meeting of a governmental body may be convened in closed session for purposes of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. Return to regular order of business.
26. Reconvene in Open Session: Discussion and possible action.
27. Audit of bills. To pay the bills.

c) Report of Executive Committee of February 8, 2016.

1. Child Support – Child Support Clerk - Vacated – 3/14/16.
2. Clerk of Courts – Court Coordinator (x2) - Vacated – 3/18/16 and 2/15/16.
3. Human Services – Economic Support Specialist (x2) - Vacated – 1/22/16 and 1/29/16.
4. Human Services – SW/CM (APS) - Vacated – 2/22/16.
5. Human Services – SW/CM (Child Protection) - Vacated – 1/22/16.
6. Human Services (CTC) – Account Clerk I (.8 FTE) - Vacated – 1/4/16.
7. Human Services (Shelter Care) – Youth Support Specialist - Vacated – 1/22/16.
8. Public Works (Highway) – Highway Crew - Vacated – 1/22/16.
 - i. To suspend the rules and take Items 1 – 8 together. Carried 4 to 1.
 - ii. To approve Items 1 – 8. Carried 4 to 1.
9. Review and Possible Action on Legal Bills to be paid. To approve the legal bills.
10. Communication from Supervisor Van Dyck re: Instruct the Human Resources Department to issue the appropriate RF in order to solicit the services of a compensation consultant to review the County's current classification & compensation study and to provide guidance on the proper structuring and implementation of the classification & compensation program including review of existing classification discrepancies. *Referred from January County Board.* To direct HR to do an RFP.
- 10a. Discussion and Pre-Approval for the Fiber Relocation for the Packer Titledown District Utility Bid. To approve.
11. Treasurer - ACTION - Review and approval or rejection of bids for tax deed properties:
(Bid results of 2-5-16 to be handed out at meeting)

Parcel #	Municipality	Address	Min. Starting Bid
21-1293-2	City of Green Bay	1739 Main St.	\$37,500
14-157	City of Green Bay	1274 Cherry St.	\$6,800
1-898	City of Green Bay	1322 S. Chestnut Ave	\$5,700.
2-661	City of Green Bay	519 Twelfth Ave	\$6,300

To set the minimum starting bid at \$100 for Parcels 14-157, 1-898 and 2-661.
12. Treasurer - Discussion – Summary Recap of 2015 Tax Deed Real Estate sales and Treasurer's Budget Account # 100-080-001-4907 Gain on Sale of Tax Deeded Lands. Receive and place on file.
13. Resolution Authorizing and Approving a Supplement to Lease Relating to the Issuance of Refunding Bonds for the KI Convention Center Project by the Redevelopment Authority of the City of Green Bay, Wisconsin, and Other Details with Respect Thereto. To approve. See Resolutions, Ordinances.
14. Resolution re: Change in Table of Organization for U.W. Extension Master Gardener Volunteer Coordinator. To approve. See Resolutions, Ordinances.
15. Ordinance Amending Sections 4.93 of Chapter 4 of the Brown County Code Entitled "Grievance Procedure". *December motion: Refer to February.*
 - i. To change the fourth sentence of the Ordinance to read as follows: The Impartial Hearing Officer must answer the following questions: Based on the preponderance of the evidence

presented has the Grievant Administration proven the decision of the by Administration was arbitrary or capricious without with just cause. No vote taken.

- ii. To bring back at April meeting and have a copy of this section of the Employee Handbook distributed to the Executive Committee prior to the meeting so a comparison can be made of this resolution and the handbook. See Resolutions, Ordinances.
16. County Executive Report. Receive and place on file.
17. Internal Auditor Report. Receive and place on file.
18. Monthly Status Update: January 1 – January 31, 2016. Receive and place on file.
19. Human Resources Report.
 - a. Discussion regarding the calculation for the wage adjustment of the .5%, 1%, 2% and 3%.
 - i. To place the mechanics' increase at 2%. No second, no vote taken.
 - ii. To refer back to Administration to recalculate the 2016 wage increases to compare the 2015 pay to the 2015 market rates and bring back fiscal impact in a month.

d) Report of Human Services Committee of January 27, 2016.

1. Review Minutes of:
 - a) Aging & Disability Resource Center Board of Directors (October 22 & December 10, 2015).
 - b) Aging & Disability Resource Center Executive/Finance Committee (June 25, 2015).
 - c) Aging & Disability Resource Center Nominating & Human Resources Committee (October 17, 2014).
 - d) Board of Health (October 13, 2015).
 - e) Children With Disabilities Education Board (December 8, 2015).
 - f) Criminal Justice Coordinating Board (November 19, 2015).
 - g) Human Services Board (November 13, 2015).
 - h) Mental Health Ad Hoc Committee (October 29, 2015).
 - i) Veterans' Recognition Subcommittee (November 17 & December 15, 2015).
 - i. To suspend the rules to take Items 1a-i together.
 - ii. To approve Items 1a-i.
2. Communication from Supervisor Schadewald re: This letter is my request for the Human Services Committee to support a resolution requesting the Wisconsin Governor and State Legislature to fund a medical study of the effects of the Shirley Wind Farm wind turbines on the health of local residents.
 - i. To add to the end of the resolution: "done preferably with the ability to interrupt wind turbine operation as a control."
 - ii. To approve.
3. Communication from Supervisor Schadewald: Re: a) If the Human Services Committee considers increasing the size of membership of the Board of Health, I request that at least one (1) new member of the Board of Health be a County Board supervisor and b) I request an update from the Human Services Committee on the mental health funds added to the 2016 budget. To forward to the Board of Health.
4. Communication from Supervisor Zima re: That the County Board review the charges made to bars and restaurants for their licenses to determine if they're being charged inappropriately, if there are two beverage bars within the respective facility. Also, please notify the Brown County Tavern League as they have an interest in this matter. To hold until next month.
5. Health Department - Update and discussion of research conducted by Health Department Director.
6. Hum Svc Dept. - Executive Director's Report. Receive and place on file.
7. Hum Svc Dept. - Resolution re: Expanding Mobile Crisis Services. To approve. See Resolution and Ordinances.
8. Hum Svc Dept. - Resolution re: Authorizing the Initiation of the Soar Program in Brown County Using the Community Development Block Grant. To approve. Carried 2 to 1. See Resolution and Ordinances.
9. Hum Svc Dept. - Budget Adjustment Request (15-89): Any increase in expenses with an offsetting increase in revenue. To approve.
- 9a. Hum Svc Dept. - Approval of Beacon Center Lease. To approve.
10. Hum Svc Dept. - Financial Report for Community Treatment and Community Programs Receive and place on file.

11. Hum Svc Dept. - Statistical Reports.
 - a) CTC Staff – Double Shifts Worked.
 - b) Monthly CTC Data – Bay Haven Crisis Diversion/Nicolet Psychiatric Hospital.
 - c) Monthly Inpatient Data – Bellin Psychiatric Center.
 - d) Child Protection – Child Abuse/Neglect Report.
 - e) Monthly Contract Update.
 - i. To suspend the rules to take Items 11a-e.
 - ii. Receive and place on file Items 11a-e.
12. Hum Svc Dept. - Request for New Non-Continuous Vendor. To approve
13. Hum Svc Dept. - Request for New Vendor Contract. To approve.
14. Audit of bills. To pay the bills.

e) Report of Planning, Development and Transportation Committee of January 25, 2016.

1. Review minutes of:
 - a. Harbor Commission (October 12, 2015). Receive and place on file.
 - b. Planning Commission Board of Directors (October 7, 2015). Receive and place on file.
 - c. Solid Waste Board (October 19, 2015). To approve.
 - d. Transportation Coordinating Committee (February 23, 2015; June 8, 2015 & September 15, 2015). Receive and place on file.
2. Communication from Supervisor Lund re: To conduct a full audit of the asphalt plant expenses and savings. No action taken.
3. Communication from Supervisor Schadewald re: This letter is my request for the revenue received from Duke Energy for the Shirley Wind Farm to be allocated toward a medical study of the effects of the Shirley Wind Farm wind turbines on the health of local residents. To put it on the agenda 30 days from now.
4. Communication from Supervisor Landwehr: To have a forward looking, long term policy discussion about what roles and highway department should fulfill regarding construction projects, town & village maintenance, etc. Receive and place on file.
5. Communication from Supervisor Sieber re: To create a resolution to ensure that the focal point of Green Bay Austin Straubel International Airport remains on Austin Straubel and his service. And further, that his name not be removed. *See Item 6.*
6. Communication from Supervisor Erickson re: Direct Tom Miller and Administration to design a memorial to Austin Straubel inside the airport. Ex. A photo collage.
 - i. To direct staff to continue following through with a memorial to Austin Straubel.
 - ii. To have Corporation Counsel and the Airport Director draft a resolution to state that Austin Straubel could never be removed from the signage and the airport could never be renamed, and refer the resolution back to Planning, Development & Transportation Committee.
7. Planning Commission - Update re: Development of the Brown County Farm property – *standing item.* Receive and place on file.
8. Planning Commission - Director's Report. Receive and place on file.
9. Planning Commission - Budget Status Financial Report for November, 2015. See Item 11.
10. Property Listing - Budget Status Financial Report for November, 2015. See Item 11.
11. Zoning - Budget Status Financial Report for November, 2015. Receive and place on file Items 9, 10 & 11.
12. Port & Resource Recovery - Recycling Education Grant – Request for Approval. To approve.
13. Port & Resource Recovery - 2015 Public Relations Reports and 2016 Public Relations Plans – Request for Approval. To approve.
14. Port & Resource Recovery - Port Video. *No action taken.*
15. Port & Resource Recovery - 2014 BOW Recycling and Solid Waste Disposal Operations Audit. Receive and place on file.
16. Port & Resource Recovery - Director's Report. Receive and place on file.
17. UW-Extension - Budget Status Financial Report for November, 2015. Receive and place on file.

18. UW-Extension Cooperative Extension – Reorganization Recommendations. Receive and place on file.
19. UW-Extension - Assessing Community Needs in Community Economic Development. Receive and place on file.
20. UW-Extension - Departmental Openings Summary. Receive and place on file.
21. UW-Extension - Resolution re: Change in Table of Organization for U.W. Extension Master Gardener Volunteer Coordinator. To approve. See Resolutions and Ordinances.
22. UW-Extension - Director's Report. Receive and place on file.
23. Public Works - Recommendation and Approval for the Courthouse Dome Request for Proposals – Project #1983. To approve.
24. Public Works - 2016 Equipment Purchase Update. To approve. Carried 4 to 1
25. Public Works - Summary of Operations. Receive and place on file.
26. Public Works - Director's Report. Receive and place on file.
27. Airport - Request for Proposal for Brown County Airport Marketing Program Project #2018. To approve.
28. Airport - Resolution to Extend Airport News and Gift Concession Agreement. To approve. See Resolutions and Ordinances.
29. Airport - Director's Report. Receive and place on file.
30. Register of Deeds - Budget Status Financial Report for November, 2015. Receive and place on file.
31. Audit of bills. No action taken.

f) Report of Land Conservation Subcommittee of January 25, 2016.

1. Budget Status Financial Report for November, 2015. Receive and place on file.
2. Departmental Opening Summary. Receive and place on file.
3. Director's Report. Receive and place on file.

g) Report of Public Safety Committee of February 3, 2016.

1. Review Minutes of:
 - a. Fire Investigation Task Force Board of Directors (September 17, 2015). Receive and place on file.
 - b. Fire Investigation Task Force General Membership (July 22, 2015). Receive and place on file.
 - c. Local Emergency Planning Committee – LEPC (January 12, 2016). Receive and place on file.
 - d. Public Safety Communications Advisory Board (April 22, 2015 and July 22, 2015). Receive and place on file.
 - e. Traffic Safety Commission (October 15, 2015). Receive and place on file.
2. Communication from Supervisor Zima on behalf of Clerk of Courts John Vander Leest: Approve a resolution to the State of Wisconsin Legislature that places the payment of fines, costs and fees imposed by the Court ahead of the Crime Prevention surcharge. This is related to State Statute 973.05(rv) and (s). Recently in 2015, the State legislature amended 973.05 for the creation of crime prevention boards by Counties in Wisconsin. This law change put the crime prevention surcharge ahead of collections on payments of fines, costs and fees for the Clerk of Courts. This will have an unknown negative fiscal impact on collections since the Clerk of Courts utilize tax intercept and payment plans and payments are not made in full. Furthermore, Brown County shall put the creation of the Brown County Crime Prevention Board on hold until the above matter can be corrected by the Wisconsin State Legislature. The state law change was presented as being the last of all collections which is not the case and will have a negative impact on 3 revenue accounts in Brown County which account for roughly 50-60% of all revenue collected for the Brown County Clerk of Courts. Collections of criminal misdemeanors and felonies are very difficult to begin with and creating a further barrier for the order of collections will have a greater negative on revenues to the Clerk of Courts. *Referred from December County Board.*
 - i. To receive and place on file. Carried 3 to 2.

- ii. To approve the resolution with the deletion of the sentence that reads: "In addition, Circuit Court Judges and other local officials in Wisconsin support this simple change in State law." Failed 3 to 2.
3. Clerk of Courts - Budget Status Financial Report for November, 2015. Receive and place on file.
4. Clerk of Courts - Request for representation from the Clerk of Courts and Courts to attend each meeting monthly to provide monthly updates including various reports as requested by this Committee. *Standing Item.* To approve.
5. Clerk of Courts - Clerk of Court's Report. Receive and place on file.
6. Circuit Court, Commissioners, Probate - Budget Status Financial Report for November, 2015. Receive and place on file.
7. Public Safety Communications - Budget Status Financial Report for November, 2015. Receive and place on file.
8. Public Safety Communications - Director's Report. Receive and place on file.
9. Emergency Management - Budget Status Financial Report for November, 2015 (unaudited). Receive and place on file.
10. Emergency Management - Public Emergency Notification plan. Receive and place on file.
11. Medical Examiner - Budget Status Financial Report for October, 2015. Receive and place on file.
12. Medical Examiner - Medical Examiner Activity Spreadsheet – 2015 totals and January, 2016. Receive and place on file.
13. Medical Examiner - Budget Adjustment (15-84): Reallocation of more than 10% of the funds original appropriated between any of the levels of appropriation. To hold until a special meeting on February 17, 2016.
14. Sheriff - Discussion and action on the purchase of Com-Tec Security upgrade for the Jail, purchase of two replacement K-9 S.U.V.'s, carry over of the remainder of the 2015 Sheriff's Budget to be applied to anticipated wage and fringe increases for the 2016 budget. To approve.
15. Sheriff - Sheriff's Report. Receive and place on file.
16. Audit of bills. To audit the bills.

gi) Report of Special Public Safety Committee of February 17, 2016.

1. Medical Examiner - Budget Adjustment Request (15-84): Reallocation of more than 10% of the funds original appropriated between any of the levels of appropriation. *Motion pending February 17, 2016 Special Public Safety meeting.*
2. Sheriff - Budget Adjustment Request (16-08): Any allocation from a department's fund balance. *Motion pending February 17, 2016 Special Public Safety meeting.*

11. Resolutions & Ordinances:

Budget Adjustments Requiring County Board Approval

- a. Resolution Approving Budget Adjustments to Various Department Budgets.

Administration Committee

- b. Resolution Supporting Participation in the Town of Morrison's Future Economic Development. Motion at Admin: To approve the resolution amendments as follows: Second WHEREAS, to state, "the Township has issued a raze order"; In the sixth WHEREAS after The Town of Morrison, strike "purchase and"; To add a seventh WHEREAS as follows: "WHEREAS, one time surplus in the Treasurer's Gain or Loss of Tax Deed account allows for a contribution for demolition, it is not the intent of Brown County to fund future demolition projects."; and under the NOW THEREFORE, change the "Twenty Thousand Dollars (\$20,000)" to "Twenty-Five Thousand Dollars (\$25,000)". To approve resolution as amended.

Administration Committee and Executive Committee

- c. Resolution Authorizing and Approving a Supplement to Lease Relating to the Issuance of Refunding Bonds for the KI Convention Center Project by the Redevelopment Authority of the City of Green Bay, Wisconsin, and Other Details with Respect Thereto. Motion at Admin: To approve; Motion at Exec: To approve.

Education & Recreation Committee

- d. Resolution for International Migratory Bird Day. Motion at Ed & Rec: To approve.
- e. Resolution Extending the Brown County Park and Outdoor Recreation Plan for Three Additional Years. Motion at Ed & Rec: To approve.

Executive Committee

- f. Ordinance Amending Sections 4.93 of Chapter 4 of the Brown County Code Entitled "Grievance Procedure". Motion at Exec: To change the fourth sentence of the Ordinance to read as follows: The Impartial Hearing Officer must answer the following questions: Based on the preponderance of the evidence presented has the ~~Grievant~~ Administration proven the decision of the by Administration was ~~arbitrary or capricious without~~ with just cause. No vote taken. To bring back at April meeting and have a copy of this section of the Employee Handbook distributed to the Executive Committee prior to the meeting so a comparison can be made of this resolution and the handbook.
- g. Resolution re: Authority to Execute a 2016 Labor Agreement with the Brown County Human Services Professional Employees Association.
- h. Resolution re: Authority to Execute a 2015-2016 Labor Agreement with the Brown County Sheriff's Department Non-Supervisory Deputies.

Executive Committee and Planning, Development & Transportation Committee

- i. Resolution re: Change in Table of Organization for U.W. Extension Master Gardener Volunteer Coordinator. Motion at PD&T: To approve; Motion at Exec: To approve.

Human Services Committee

- j. Resolution Expanding Mobile Crisis Services. Motion at Human Services: To approve.
- k. Resolution Authorizing the Initiation of the Soar Program in Brown County using the Community Development Block Grant. Motion at Human Services: To approve. Carried 2 to 1.

Planning, Development & Transportation Committee

- l. Resolution Approving Three-Year Statement of Intentions for Wisconsin Department of Transportation's Harbor Assistance Program. Motion at PD&T: To approve.
- m. Resolution to Extend Airport News and Gift Concession Agreement. Motion at PD&T: To approve.

Committee of the Whole

- n. Resolution in Support of Permanently Removing Senate Bill 432 and Assembly Bill 554 from Legislative Process and Consideration.

12. Closed Sessions:

- a) Open Session: Discussion and possible action regarding the contract negotiations for the Non-Supervisory Deputy Sheriff's Labor Agreement.
- b) Closed Session: Discussion and possible action regarding the contract negotiations for the Non-Supervisory Deputy Sheriff's Labor Agreement. Notice is hereby given that the governmental body will adjourn into a closed session during the meeting on the above, as authorized pursuant to Section 19.85 (1)(e) of the Wisconsin Statutes, for the purpose of deliberating or negotiating the purchase of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, which bargaining is pursuant to Wis. Stat. §111.70 for purposes of negotiating and collective bargaining said agreement.
- c) Reconvene in Open Session: Discussion and possible action regarding the contract negotiations for the Non-Supervisory Deputy Sheriff's Labor Agreement.

Education & Recreation

- d) Open Session: Discussion and possible action regarding recent complaints about the work environment within a certain Brown County Department and the preliminary investigation relating thereto.

- e) Closed Session: A non-evidentiary closed session to discuss recent complaints regarding the work environment within a certain Brown County Department and the preliminary investigation relating thereto. Pursuant to Wis. Stat. § 19.85(1)(b), any meeting of a governmental body may be convened in closed session for purposes of considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person, or considering the grant or denial of tenure for a university faculty member, and the taking of formal action on any such matter. And, pursuant to Wis. Stat., § 19.85(1)(f), any meeting of a governmental body may be convened in closed session for purposes of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.
- f) Reconvene in Open Session: Discussion and possible action regarding recent complaints about the work environment within a certain Brown County Department and the preliminary investigation relating thereto.

- 13. **Such other matter as authorized by law.**
- 14. **Bills over \$5,000 for period ending January 31, 2016.**
- 15. **Closing Roll Call.**
- 16. **Adjournment to Wednesday, March 16, 2016 at 7:00 p.m., Legislative Room 203, 100 N. Jefferson Street, Green Bay, Wisconsin**

Submitted by:



Patrick W. Moynihan, Jr. Board Chairman

Notice is hereby given that action by the County Board of Supervisors may be taken on any of the items which are described or listed in this agenda. The County Board of Supervisors may go into Closed Session: Pursuant to Wis. Stats. § 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.



BROWN COUNTY LIBRARY
515 PINE STREET GREEN BAY, WI 54301-5194

BRIAN M. SIMONS
EXECUTIVE DIRECTOR

PHONE (920) 448-5810
FAX (920) 448-4364

Simons_BM@co.brown.wi.us
www.browncountylibrary.org

"Connecting people, ideas, and community."

BROWN COUNTY LIBRARY BOARD

Central Library

Thursday, February 18, 2016

5:00 p.m.

AGENDA

1. Call to Order
2. Approve Consent Items
 - a. Agenda
 - b. Minutes
3. Communications and Open Forum for the Public
4. Annual Election of Officers
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Financial Secretary
5. Library Business (15 minutes)
 - a. Technology Report
 - b. Financial Manager's Report, Bills and Donations
 - i. Approve 2015 Annual Report
 - c. Approve Financial Secretary's Report
 - d. Facilities Report
 - i. Proposed 425 Bonded Funds Allocations
6. Budget
7. Old Business
8. Nicolet Federated Library System
 - a. Resource Library Agreement (RLA) Update

9. President's Report
10. Library Director's Report
11. Such Other Matters as are Authorized by Law
12. Adjournment

Notice is hereby given that action by the Library Board may be taken on any of the items which are described or listed in this agenda.

Any person wishing to attend the Library Board Meeting who, because of a disability requires special accommodations, should contact the Brown County Library at 448-4400 at least one working day in advance of the meeting so that arrangements can be made.

Dr. Christopher Wagner
Secretary

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET

P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

Phone: (920) 448-4015 FAX (920) 448-6221

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Guy Zima, Chairman

Erik Hoyer, Vice Chairman

MENTAL HEALTH TREATMENT COMMITTEE: AD HOC

Friday, February 19, 2016

12:00 p.m.

**1st Floor Board Room A, Sophie Beaumont Bldg.
111 N. Jefferson Street, Green Bay, Wisconsin**

- I. Call to Order.
 - II. Approve/Modify Agenda.
 - III. Approve/Modify Minutes of December 3, 2015.
-
1. Discussion, review and possible action: Request that Brown County review its past and present mental health services and develop a more comprehensive plan to treat both short and long term mental health patients including but not limited to 1) alcohol and drug abuse detox and treatment; and 2) children, adolescent and adult mental health treatment.
 2. Discussion, review and possible action: Request that the Human Services Director and Brown County Sheriff work together to develop a plan to provide a treatment plan for prisoners who presently make up a third of our jail population.
 3. Such other matters as authorized by law.

Guy Zima, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

FEBRUARY 2016



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3 Public Safety 11:00 am	4 Ed & Rec 5:30 pm	5	6
7	8 Executive Cmte 5:30 pm	9	10	11	12	13
14 <i>Happy Valentine's Day</i>	15	16 Veterans Recognition Subcmte 4:30	17 Spc. Public Safety 6:45 pm Board of Supervisors 7:00 pm	18	19 Mental Health Ad Hoc Cmte 12:00 pm	20
21	22 Land Con 6:00pm PD&T 6:15 pm	23	24 Human Svc 5:30 pm	25 Admin 5:30 pm	26	27
28	29 					



MARCH 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2 Public Safety 11:00 am	3 Ed & Rec 5:30 pm	4	5
6	7 Executive Cmte 5:30 pm	8	9	10	11	12
13 	14	15 Veterans Recognition Subcmte 4:30 pm	16 Board of Supervisors 7:00 pm	17 	18	19
20	21	22	23 Human Svc 5:30 pm	24 Admin 5:30 pm	25	26
27 	28 Land Con 6:00pm PD&T 6:15pm	29	30	31		

BROWN COUNTY COMMITTEE MINUTES

- Housing Authority (January 18, 2016)
- LEAN Steering Committee (January 7, 2016)
- Mental Health Treatment Ad Hoc Committee (December 3, 2015)
- Planning Commission Board of Directors (November 4, 2015)
- Traffic Safety Commission (January 21, 2016)
- Veterans Recognition Subcommittee (January 19, 2015)

To obtain a copy of Committee minutes:

http://www.co.brown.wi.us/minutes_and_agendas/

OR

Contact the Brown County Board Office or the County Clerk's Department

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, January 18, 2016, 3:00 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301

MEMBERS: Ann Hartman – Chair, Sup. Andy Nicholson – Vice-Chair, Tom Deidrick (via phone), Corday Goddard, and Andy Williams

OTHERS PRESENT: Lori DeGrave, Robyn Hallet, Pat Leifker, Casey Murphy, Mackenzie Reed-Kadow, Stephanie Schmutzer

APPROVAL OF MINUTES:

1. Approval of the minutes from the November 16, 2015 meeting of the Brown County Housing Authority.

C. Goddard made a motion to approve the minutes from the November 16, 2015, meeting of the Brown County Housing Authority, seconded by T. Deidrick. Motion carried.

COMMUNICATIONS:

None

REPORTS:

2. Report on Housing Choice Voucher Rental Assistance Program:
 - A. Preliminary Applications
P. Leifker reported that for the month of December there were 177 preliminary applications.
 - B. Unit Count
The unit count for the month of December was 3,040.
 - C. Housing Assistance Payments Expenses
The HAP expenses amounted to \$1,204,115.
 - D. Housing Quality Standard Inspection Compliance
There were a total of 311 inspections, of which 163 passed the initial inspection, 71 passed the reevaluation, 35 resulted in a fail, and 42 were no-shows.
 - E. Program Activity/52681B (administrative costs, portability activity, SEMAP)
P. Leifker stated that for the month of December there were 170 port outs with an associated HAP expense of \$140,732. ICS was overspent by \$16,544.00 but collectively ICS is still underspent for the year. The FSS program was overspent by \$1,024 in December.
 - F. Family Self-Sufficiency Program (client count, escrow accounts, graduates, participation levels, new contracts, and homeownership)

M. Reed-Kadow stated that 77 participants are currently enrolled in the FSS program. Of that number, 51 participants are at level one, six are in level two, 10 are in level three, and 10 are in level four. One new contact was established for the month of December. There were two graduates and zero terminations for the month of December. There are currently 31 escrow accounts, with a total of \$4,800 deposited. She stated that the largest of the amounts deposited was \$650. There are currently 58 homeowners in the program.

G. VASH Reports (active VASH, and new VASH)

P. Leifker stated that there are no new clients for the month of December. Currently, there are 26 participants in the VASH program.

H. Langan Investigations Criminal Background Screening and Fraud Investigations

P. Leifker stated that for the month of December there were two new investigations assigned, two previous investigations were closed, and eight investigations are still active. There were 241 applications processed; of that number, 238 were approved and three were denied. P. Leifker summarized the Initial Applications by Municipality and Fraud Investigation by Municipality charts.

I. Quarterly Langan Denials report

P. Leifker reported on the fourth quarter report of the program denials. He explained that the table provided shows if ICS itself or Langan Associates had denied an applicant, including the reason that ICS missed the denials. P. Leifker clarified that this is solely due to the fact that Langan Associates has access to vital websites that ICS does not have. There were a total of seven such denials.

J. Quarterly Active Cases Breakdown

P. Leifker stated that the largest portion of the active participants in the program, by percentage, is the elderly or disabled population, at 53 percent. The second highest percentage, at 37 percent, is the demographic of non-elderly/ disabled people that generate income. The third highest percentage, at seven percent, represents non-elderly/disabled with no earned income and with dependents. And finally the fourth and last demographic, at three percent, represents non-elderly/disabled with no earned income and no dependents.

K. Quarterly End of Participation

P. Leifker stated that this quarterly report provides a breakdown of the terminations for the fourth quarter, in which there were a total of 96. He mentioned that the majority of the terminations were due to family obligation violations, accounting for 43 percent of the total terminations. The second largest factor was due to voluntary termination, at 26 percent. The third largest factor was due to zero assistance/over income, at 9 percent. The fourth largest factor was due to the passing away of a client, seven percent.

L. Quarterly Customer Service Satisfaction

L. DeGrave stated that for the customer service report for quarter four, 97 percent of the customers rated ICS's service as either excellent or very good.

R. Hallet interjected that past ICS surveys were much more detailed, covering areas such as cleanliness, knowledge of staff, resources available and overall experience. She inquired to the Authority members if the shortened summary of surveys was sufficient enough for a quarterly report. In past surveys the results between the differing categories were consistent. T. Deidrick expressed his satisfaction toward the shortened quarterly reports. In the case of a significant change in any category, it will be reported to the Authority. P. Leifker stated that all of the previously mentioned detailed reports will be incorporated into the ICS annual report. There was general agreement toward this course of action.

3. Report on use of Administrative Reserves and HCV lease up.

P. Leifker stated that this report was at the request of the BCHA after allowing ICS to spend reserve funds for an ongoing lease project. He allowed the Authority to analyze the numbers of the Administrative Reserves and HCV lease up report. He indicated that the first two tables showed the number of clients that have been pulled from the waiting list since the month of May. The third table indicated the number of clients that are currently on the waiting list as of January 1st. He stated that ICS has invoiced the total additional cost of the additional work fees to the Authority, which totaled \$16,123.55.

OLD BUSINESS:

4. Discussion and possible action regarding request from a BCHA downpayment loan recipient

R. Hallet reminded Commissioners that she sent an email with documents pertaining to this issue a few weeks earlier and explained that there has been a recent development. There is now an accepted offer on the home. The homebuyer is not eligible to assume the mortgage of the BCHA since the home will not be owner occupied, leaving the situation regarding the repayment of the BCHA loan in question. The sales price and associated closing costs has left no residual funds left to repay the BCHA loan. R. Hallet opened up discussion and decision on possible action for the Authority members.

A. Nicholson inquired about the available options. R. Hallet explained that she sees three courses of action: forgiveness of the loan, a signature loan with the family, or requiring the family to pay off what is possible of the loan before the sale of the home. S. Schmutzer explained that the signature loan is a payment agreement with no collateral. She further explained that the family would be able to make payments toward reducing the loan. The BCHA may not receive the full \$20,000 that was previously loaned through this agreement; however, further action to gain the full repayment amount would be difficult since the family is moving out of the state. R. Hallet clarified that the home was purchased in 2008 for almost \$120,000 and is currently being sold for \$93,000 showing depreciation due to the market changes. Around \$20,000 was put into the home by the family for renovations of the property. The family qualifies as elderly and disabled and is currently in the processing of moving to the drier climate of Utah to be around their college bound son and for health reasons. The expenses incurred that are mentioned above leave limited options for repaying the loan.

A. Hartman inquired about whether or not caution was expressed to the family about such costly renovations on the property when the loan was given. R. Hallet explained that the family was enrolled in the HCV Homeownership Program; therefore the home

must meet the requirements of the Housing Quality Standards Inspection. She further explained that the common occurrence is that a home is sold in a condition that does not meet the HQS Inspection requirements. An extension was provided to the family in order to meet the fore mentioned requirements after they purchased the home. There was also difficulty selling the property in the current market state. Renovations were made to make the home more appealing. R. Hallet clarified that the head of the household stressed that the changes made to the property were needed, and not just cosmetic. A. Hartman inquired that a loan was given when the extensive repairs were known. S. Schmutzer clarified that the loan is a deferred loan. Usually payments are made when the home is sold or the person no longer lives in the home. The loan can be passed down to a child that qualifies. S. Schmutzer further explained that this loan in particular has to be repaid since the family is moving out of the home. R. Hallet clarified that the loan program, at the time, was to encourage and provide incentive for families buying properties outside the City of Green Bay. This is the only situation of inability of repayment to be made in the loan program. Other families currently on this program are not to the point of repayment needing to be made.

C. Goddard inquired about the status of the funds once the loan is paid off. S. Schmutzer explained that the funds go back into the loan program to be reused as a loan to another family. C. Goddard stated that since the loan is not going to be repaid the funds will not be available to another family. R. Hallet concurred.

A. Nicholson expressed support to the option of using a signature loan to regain some of the funds that were loaned out to the family. A. Williams added that when the payment plan is set up with the family, a provision could be added for a non-dischargeable policy in the case of a bankruptcy. S. Schmutzer expressed concern about the ability to add such a policy; legal counsel would need to verify if this were possible. A. Williams expressed the payment plan would remain flexible due to the cooperation that the family has shown. This would be a long term repayment, but the Authority would still receive some money from the loan. S. Schmutzer clarified that the loan program is currently not heavily utilized and there are funds available at the moment that can be used for other loans. She expressed that a write off of the property is another viable option. A. Williams inquired about if the funds for the program get replenished over time or if the funds were set aside for this program. S. Schmutzer explained that the Authority lends out the money to be returned and then lent out again. A. Williams stated that the purchasing power of the money from the loan decreases overtime. He also stated the option of the son of the family assuming an amount of the debt in the future.

C. Goddard expressed his concern on forgiving the debt since other participants under the program could assume forgiveness of a similar debt would be given automatically. He conveyed support to the signature loan with the non-dischargeable policy since an amount of the loan given would be repaid even in a bankruptcy. R. Hallet indicated another option is a write off of a portion of the loan. S. Schmutzer explained that a repayment agreement could be made for perhaps \$10,000 and if that amount is repaid within a pre-determined period of five years, for example, the remaining \$10,000 of the loan can be written off. This is different from a signature loan since it is not for the entire amount. Ultimately it is the decision of the Authority for what course of action must be taken. A. Hartman indicated that the repayment agreement of \$50 per month for five years would only amount to \$3,000.

A. Williams explained that the Authority can work with the family regarding the terms of the signature loan. There is the option of waiting until the college bound son is able to pay off the debt, after graduation and he has obtained full-time work status. This would alleviate the pressure off of the elderly parents. The Authority would wait until he has graduated college and is employed in full-time work to set a dollar amount for repayment. The son would assume the debt of the parents.

A. Nicholson made a motion to enter into a signature loan of \$20,000 with the family for \$50 a month, with a non-dischargeable clause, or a deferment to the son as an option for the form of repayment for the downpayment loan. Motion was seconded by C. Goddard. Motion carried.

NEW BUSINESS:

None

INFORMATIONAL:

5. Review of Public Housing Basics section of Lead the Way training.

R. Hallet presented the Public Housing Basics section of the Lead the Way training to the Authority and opened up for discussion. The members took the quiz of the Public Housing Basics together. There was general agreement toward continuing the training and discussing one segment per meeting in the future.

BILLS:

S. Schmutzer allowed the Authority members to analyze the bills for this month. She explained that there are additional funds coming in from the fraud cases that are being processed by VandeCastle Law.

A motion was made by A. Nicholson to approve the bills for this month. C. Goddard seconded the motion. Motion carried.

FINANCIAL REPORT:

S. Schmutzer stated that she still working on the year-end report to make sure that the numbers align with the ICS audit. TRIP is going through now and the Authority will receive money at the end of the month. A. Nicholson made a motion to approve the financials for this month. C. Goddard seconded the motion. Motion carried.

STAFF REPORT:

6. Date of next meeting: February 15, 2016.

The BCHA meeting for January 18, 2016, adjourned at 3:50 pm.

CM:RH:JD



**Brown County LEAN Steering Committee
Minutes of January 7, 2016**

Attendance:

Cathy Williquette Lindsay, Brad Hopp, Renee Ruiz, Maria Lasecki, August Neverman, Brian Simons, and Judy Knudsen

Excused: Troy Streckenbach, Chad Weininger, Nancy Fennema

Approve Minutes of December 3, 2015

A motion was made by Brad Hopp and seconded by August Neverman to approve the December 3, 2015 minutes. Motion carried.

Recognize John Zacek: A certificate of appreciation was presented to John Zacek and accepted by Brad Hopp in John's absence for his tenure on the LEAN Steering Committee.

Membership Update

Potential Steering Committee members include:

Human Resources Director starting in February 2016

Public Works Director, position has not been filled

Schreiber Foods – no response

PCNC- contact needs to be made

LEAN Facilitator Update

- Facilitator training was held at the Neville Public Museum. Facilitators indicated they learned a lot.
- Brief overview presentation on LEAN has been developed by a work group of facilitators that can be used at new employee orientation.
- LEAN facilitators have a power point on LEAN that they would like to share with employees in each department.
- Discussed designating a week to focus on LEAN. Could offer training at staff meetings or events. Focus on employees and need to engage supervisors and management. Be sensitive to 24 hour operations and training options.

LEAN Budget Report

Cathy Williquette Lindsay reported there is \$567.70 in the LEAN account. The Steering Committee discussed doing another LEAN conference in spring 2017 to generate additional funds for this account. Maria Lasecki, Renee Ruiz, August Neverman & Judy Knudsen will serve on the planning committee. Brad Hopp will serve in a consultant role. LEAN facilitators will be asked for a couple of representatives to serve on the planning committee as well.

Next Meeting

The LEAN Steering Committee will meet on February 4, 2016 at noon in the Veteran's Conference room.

Respectfully Submitted
Judy Knudsen

PROCEEDINGS OF THE AD HOC
MENTAL HEALTH TREATMENT COMMITTEE

Pursuant to Section 19.84, Wis. Stats., notice is hereby given to the public that an Ad Hoc Committee of the County Board of Supervisors met regarding Mental Health Treatment on Thursday, December 3, 2015 in the 1st Floor Conference Room, Sophie Beaumont Building, 111 N. Jefferson Street, Green Bay, Wisconsin.

Present: Cheryl Weber, Supervisor Zima, John Gossage, Supervisor Hoyer, Phil Steffen, Ian Agar, Erik Pritzl, Dave Lasee

I. Call meeting to order.

The meeting was called to order by Supervisor Zima at 4:00 pm.

II. Approve/modify agenda.

Motion made by Supervisor Hoyer, seconded by John Gossage to take Items II and III together and approve both items. Vote taken. MOTION CARRIED UNANIMOUSLY

III. Approve/Modify Minutes of October 29, 2015.

See action at Item II above.

- 1. Discussion, review and possible action: Request that Brown County review its past and present mental health services and develop a more comprehensive plan to treat both short and long-term mental health patients including but not limited to 1) alcohol and drug abuse detox and treatment; and 2) children, adolescent and adult mental health treatment.**
- 2. Discussion, review and possible action: Request that the Human Services Director and Brown County Sheriff work together to develop a plan to provide a treatment plan for prisoners who presently make up a third of our jail population.**

Chair Zima commented that this Committee has helped raise the spirits of people with mental health issues and he is happy that this was approved by the County Board. He thanked those in attendance for all of their help and said he appreciates the cooperation of everyone involved. Zima feels this is a new beginning as far as mental health is concerned and he is happy that problems are now being addressed.

Human Services Director Erik Pritzl updated the group on the grant application for the sequential intercept mapping that was discussed at the last meeting. The mapping exercise would help find ways to work together on the early intercepts of initial law enforcement contact and detention. Pritzl sent a draft of the application out to the group and received feedback which he appreciated and thanked the group for. He will be submitting the grant application later in the day and this will help work in the background of the initiatives.

The other piece Pritzl looked at is what should come first. He felt that the mobile crisis piece would be the easiest to do first and noted that he has a proposal from the current provider as to what the dollar amount would get as far as crisis counselors. It was estimated that they would need three full time crisis counselors that would generate 96 hours of community face to face time. Pritzl felt this could be done as an extension of the existing current contact. However, before the money can be released for this, it has to go back to the Human Services Committee and then to the County Board. He has a summary from Family Services and he will bring this forward at the January Human Services Committee meeting. Supervisor Hoyer indicated that there will not be a December Human Services Committee Meeting and therefore suggested a special meeting be held just prior to the January County Board meeting to approve this. Pritzl felt this may be a good idea and will look into it.

Mental Health Treatment Committee
December 3, 2015

Zima did not feel the mobile crisis piece will require much in depth review. Pritzl agreed and stated it will serve as a test for what he wants to do in terms of proceeding with the County Board. He noted that when the funds were approved by the County Board, the Board indicated they wanted to know more about each piece of the process and what the associated numbers are. Pritzl has drafted a proposal sheet for each of the four areas with budget numbers included. He felt the mobile crisis piece is relatively simple and he would like to see it approved. Pritzl stated that he will speak with the Chair of the Human Services Committee, Pat Evans, about getting approval from the Human Services Committee before going on to the full Board.

Motion made by Supervisor Hoyer, seconded by Phil Steffen to authorize Human Services Director Erick Pritzl to approach Human Services Committee Chair Patrick Evans to schedule a special meeting to expedite the mobile crisis initiative. Vote taken. MOTION CARRIED UNANIMOUSLY

Pritzl next spoke about detox services. He said this is one of the easier elements as there is currently only one other provider and that is Bellin. He noted that they also do detox at the Community Treatment Center, but they cannot do everything that needs to be done there. The only other licensed provider in the community is Bellin. He will be looking into the procedures for sole-source situations from a purchasing standpoint. Pritzl continued that Brown County has an existing contract with Bellin for adolescent inpatient mental health services and he can possibly make the case that this would be a contract extension and piggyback on the current contract. Zima asked if Bellin's rates were comparable to rates in other areas and Pritzl responded that they are.

Pritzl continued that a work group will have to be formed to develop guidelines as to how to utilize the detox services. He would like to see Behavioral Health Manager Ian Agar lead the detox piece and get a few people together, including law enforcement (both the Sheriff's Department and Green Bay Police Department) and members of the treatment community and craft what the criteria looks like for making decisions. Further, he wants to be sure that this is still somewhat targeted. He noted that the estimate for detox is \$300,000, but this will not detox everyone in every situation in the county. Pritzl estimated that the \$300,000 would get an estimated 264 days of service. He said the average length of stay is 2.5 days and based on that they would be able to handle about 106 episodes per year. This is not a bad amount, but Pritzl said care would still have to be exercised as to how this resource is used. He noted that Bellin does have beds available for this.

Sheriff Gossage asked if there would be a component that detox needs will be assessed at the jail and noted that people should really not be detoxing at the jail. He would like to know if the jail could use the service to alleviate jail bed days. Pritzl felt the important piece of this is what the gatekeeping mechanism looks like and who makes the decisions. Another thing to consider is what this exposes the county to in terms of population and services. These things need to be defined before services are provided. Supervisor Hoyer asked if Bellin has the capacity to treat incarcerated patients. Gossage stated that detox would have to be a condition of bond ordered by the Judge at the initial appearance or perhaps recommended by the DA's office. DA Dave Lasee added that there would be some discretion on misdemeanors. Lasee also noted that law enforcement has the discretion of not bringing someone to jail and therefore, if there is a different agency that is making the decision not to incarcerate, the decision could be made to bring the subject to detox first. Lasee continued that there could be a process where charges could be referred to the DA's office, but the subject goes to detox and possibly avoids being jailed altogether. Parameters would need to be set up as to when to use this process as the idea is to use it as part of a continuum of care and not just a dumping place. Jail Lieutenant Phil Steffen noted that another issue that would need to be discussed is with regard to HIPAA and there would need to be something in place to share information. Pritzl noted there have been changes to HIPAA in the last few years that make it more difficult to exchange information. This could also affect the MOU, but Pritzl felt it is something that could be worked through.

Zima asked what the conditions are for people who are high on drugs or intoxicated who get to the jail by being arrested for something other than being drunk and disorderly. Steffen stated that law enforcement is constantly trying to solve the problems and currently there is no other place to bring someone. Law enforcement has to keep the individual and the community safe so whether it is disorderly conduct or something more significant, they end up in the jail. Inmates in the jail who are detoxing are considered high risk inmates and some take more than the average length of time to detox. Zima feels the focus needs to be on treatment and the first part of treatment is getting someone detoxed and perhaps the jail is as cheap of a place as any. He did not know if paying for someone to sleep it off at Bellin is the best option. Steffen and Gossage both stated that the jail is really not the place for people to be to detox due to the risks involved. Steffen added that having a gatekeeper in place and rules on how to sort these people out will be crucial in alleviating confusion and will also allow the county to get the best bang for the buck.

Supervisor Hoyer asked if data from the past few years could be reviewed to see what the detox needs may be. Zima stated that the 106 people referenced earlier is not a tremendous amount, but it is more than we are serving now. Pritzl said that close to zero detoxes were done at the CTC in the last few years, so the 106 episodes he talked about earlier would provide a pretty substantial improvement. Hoyer felt that some sort of protocol needs to be established as to what to do when the money runs out. There could be a large need in the first part of the year which could deplete the funds and something needs to be determined as to how to handle that situation. Steffen responded that baseline figures as to the need should be established and then move forward from there. Gossage said they average about 118 detoxes in the jail each month. Zima recalled that when the county provided detox services in the past it was like a revolving door with a success rate of about 3%. He felt that the target should be with people that can be kept out of the criminal justice system. Steffen stated that there are some offenders who would not fit the criteria for treatment at Bellin due to the severity of their crimes.

Zima asked if there would be any provisions made for people who wished to present for detox on their own. Pritzl responded that that is something that would have to be set forth in the criteria, but options could be looked at to help those people. He stated that for voluntary admissions, it would not be considered an alcohol hold and Brown County could help facilitate treatment.

Zima felt the prime candidate for detox would be the people who want to help themselves. He shared a story about a young couple he met who had addiction problems and did not have any place to go for help. Zima pointed out that the jail is doing about 118 detoxes a month, and the detox program we are discussing now can help approximately 106 for the whole year so there really needs to be good criteria set up. Steffen added that a lot of the problem is the aftercare to keep the people off of the drugs or alcohol and this, eventually, will help with jail population numbers. Steffen also noted that the 118 detoxes referenced earlier at the jail does include a number of repeat people.

Zima said that in starting this, we have to do a good job in what we are doing. Pritzl felt there is a belief out there that you just enter into a contract for the services, but he felt that the gatekeeping end of this and the criteria and coordination needs to be looked at very carefully. If the concept of alcohol holds is brought back, there will be an effect to Corporation Counsel staff in handling these. Pritzl would like Agar to set up a small group and get a proposal sketched out as to who to serve, what the program would look like, what the targets are and what the measures for outcome look like and then bring this back to this group and then to the Human Services Committee. He felt that this could be ready to go to the Human Services Committee in February, 2016.

Zima asked if any of the \$300,000 will be set aside for a contract position to help the Corporation Counsel office and the DA's office process cases. Pritzl responded that that has not been discussed but he would be willing to consider it.

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Lasee felt this should be explored further once the gatekeeping process is established to find out who is going to be involved. Zima asked how the gatekeeping function will be determined and Pritzl responded that that is something that will be worked on by the work group. Agar added that the candidates for detox will be those that have complex medical histories such as seizures or other complications if they do not get detox. Agar explained that there is a difference between detox and treatment. A person has to be motivated to go through treatment. Once a person is detoxed, there will be some kind of conversation or discussion with a counselor to try to gauge the motivation for treatment and sobriety. There are a lot of different instruments that can be used to gauge how motivated a person may be towards sobriety. Agar noted that even if someone does not succeed at sobriety, they may be motivated to keep trying.

Zima asked what law enforcement does when they find someone who has overdosed. Gossage responded that the first step would be to get the person to the hospital to be medically stabilized. Sometimes the Crisis Center becomes involved or, if there are criminal issues, those are resolved. Gossage added that there are varying degrees, but one of the problems is that sometimes they have violent episodes when they come out of the detoxification and that may be a deterrent for bringing someone to Bellin. This is a concern. Gossage continued they typically go through a medical screening and if they are brought to jail, they go through more screenings through the booking process and then, more than likely, they would be placed in a safety cell where they will be monitored by camera and by window by guards every 15 minutes. Steffen added that when nursing comes in, the inmate may be placed on detox protocols for alcohol or heroin, depending on what the need is. Gossage added that starting the first of 2016 there will be round the clock nursing care at the jail and this may be a component that can be looked at through the contracted services to see if they could look at the protocol to help make a determination as to who may be the candidates for detox. Gossage indicated that he would be much more comfortable with a medical professional rather than a law enforcement officer making a determination as to detox.

Zima felt that one of the criticisms that will come from the County Board will be that these programs are just babying people who do not want help and are a waste of money. He felt that the selection process is important and he also felt it was important to reserve some resources for people who come in wanting a family member detoxed. Gossage also felt there needed to be some built-in component for someone who is detoxed several times and keeps recidivating and continues to be involved in criminal activity. He would also like to track everyone who is detoxed in the first year to see how successful these measures are. Pritzl felt that tracking relapses as well as contact with law enforcement was important. He would like to know what percent of people who go through detox actually follow up with treatment. He would also like to see the numbers of treatment retention as typically the numbers are not that high. Zima said that typically someone goes through three lapses before they become sober, although, some never become sober.

Pritzl continued that the transitional piece of this would be the next step after detox and this is going to be one of the more difficult pieces, but he would like to see something towards the end of the first quarter of 2016. He continued that the transitional residential piece is needed because after someone detoxes they need a place to go if they do not have other options. He noted that some go to their own residence or participate in outpatient counseling, however, there are some people that need a higher level of support and treatment and the transitional residential will fill that gap. Hospital Administrator Luke Schubert will be spearheading the transitional residential treatment program because it requires an application to the State for a program change. Schubert will be looking at how to use all of the bed space and noted that a CBRF is required for this, which the County has with a capacity of 15 beds and the most that has been used this year is eight. Schubert has also received verbal confirmation that population can be mixed which will allow both crisis stabilization and substance abuse treatment in the same area. There will still be options with those numbers to have separate wings. Pritzl continued that the program would need to be staffed and before that is done, the program has to be approved by the State. Schubert has looked into all of this and knows what the

code says and he will lead a group that will put the application forward with the State. Zima asked if this was underway and Pritzl said that there has already been contact with the State regarding the license and the program application has been filled out. One of the things that still needs work is the peer recovery and Schubert is working on that. Pritzl felt the detox and transitional residential need to happen at the same time. Zima asked if there was anything that this group needs to do to help get this through and Pritzl noted that he and his staff have things covered.

Pritzl continued that the mobile crisis, detox and transitional residential pieces are things that Human Services can take on, but he asked for a little patience as Human Services is also involved with some other initiatives, including the jail liaison position. He stated that he will move these things along as fast as he can and he wants to see people have good value for their money.

With regard to the day report center, Pritzl said that it will be the most difficult piece of this because he does not believe the case can be made that nobody else can do this because there is nobody currently doing it in Brown County, and there are other providers in other counties that could potentially be interested in this. For example, there is a group that runs the Waukesha Center as well as Family Services running the program in Outagamie County and perhaps several more. Pritzl stated this will have to go out for RFP and a group will have to be formed to craft the RFP. Lasee noted that the county needs to set up the parameters as to what is needed. He has been to the day report center in Outagamie County and he likes it and thinks it works well, but he felt that the needs in Brown County are somewhat different and he would like the program here to do a few more things than what is done in Outagamie County. Zima asked if there were any templates available that could be tweaked by the DA and the Sheriff. Pritzl said he is looking for someone to take the lead on a group to put together a day report center RFP. Lasee indicated that he could work on this but would need some help. Steffen offered to help and Lasee indicated that he would also like input from Joe Torres who is the coordinator of the treatment courts. Lasee would also like judicial input if the day report center is to be used as a condition of bond instead of keeping someone in custody. Zima asked if this could be established in the first quarter of 2016 and Pritzl responded that he felt this will probably take a little more time. He continued that once the RFP is created, it can be brought to the Human Services Committee to get approved for the money to be released. He wants to be sure that the money is available at the same time that the RFP is put out for bid. Pritzl felt that working on the RFP is the first step and Zima felt that the sooner the RFP can be put together and get on the Human Services agenda the better. Pritzl stated there will be questions as to who this is going to serve, where it is going to be, what number of people can be served and what the outcomes are. All of these things will need to be considered in the RFP process. Once these things are flushed out there is a sense of how soon the RFP can be created, it can be placed on an agenda. Pritzl does not want it to appear on an agenda before it is ready. Zima said the whole thing about releasing the money is a joke. The reality of it is that when the programs are ready to go, the County Board will release the money. There should not be any re-battles as to if the services should be provided or not. Zima felt that the faster things are moved forward the more results and better results we will get. He would like to have some things established so that by next year's budget cycle we can say what is working and what we want to build on. Lasee felt the RFP could probably go to the February Human Services meeting. He felt that the process will take a handful of meetings. Pritzl noted that we do not need the County Board to approve the RFP; we need the County Board to release the funds. Zima felt that there may be models from other counties that Brown County can look at and modify to fit our specific needs.

Agar asked Lasee if the day report center he is looking at is broader in scope than what other areas have and if he is looking at providing multiple services like a one stop shop. Lasee responded that he would like to see the day report center provide a large range of services. Zima asked if there was county space available to house a day report center. Gossage responded that they did explore using one of the floors of the Huber Center, but it was determined that this

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would not be feasible. He said that whoever we contract with for the services may have some space available. Pritzl stated that he would like to see the bidders on the RFP propose a site for the day report center and include it as part of their budget, although Brown County would put the parameters on it such as on the bus line and ADA accessible. Pritzl said he would like to hold discussions on using county space until we see what options are put out in the RFP process. Hoyer noted he had recently toured the jail and asked if the day report center would be able to relieve the Huber side from some of the activities, such as testing that happen there. Zima said he can make a call to a realtor to see if there are any possible locations. Cheryl Weber stated that the old Bellin Psychiatric Center on Webster may be an option as well.

Lasee continued that in order to see cost savings at the jail, they have to move 200 – 300 people out, not 20 – 30. Zima added that we are trying to make a dent and show what we can do to prevent an expansion in the future. He would like to see jail numbers drop in the next year. Gossage stated that the real impact will be seen over the next five years based on the recidivism rate. Zima responded that if the population goes down even a notch, it would be positive. Gossage said the mobile crisis unit will potentially save on law enforcement officer time, not only on the reactive time but also on the time sitting there waiting to transport people.

Hoyer recalled that it was mentioned that the day report center may result in greater numbers of people being put on electronic monitoring devices and asked if there are any other things that can be expanded in the future to help keep the jail numbers down. Gossage noted that other measures would have to have oversight from both the judges and the DA's office. With regard to the electronic monitoring, Lasee pointed out that there are only a certain number of candidates who would be appropriate for electronic monitoring and he also added that the individuals have to be able to pay for electronic monitoring and that may become another barrier.

Pritzl said that a closer look has to be given to expansion. He felt that mobile crisis should help stabilize things and the gatekeeper to detox and transitional residential is going to be critical so it does not turn into a place to just drop people off. He felt we need to be very judicious in how this is approached. Lasee added that there is going to be more need there than the days that are used and he felt we could expand somewhat without worrying about Green Bay becoming the dropping site.

Zima felt that at some point down the road there will have to be an analysis done to see if these services can be provided in-house or if it would be more cost-effective to do it through a contract. He continued that building another wing somewhere may be a cheaper way to go, but there needs to be some analysis on this. Pritzl noted that that changes the picture quite a bit in terms of who is providing services and other options for contracts. Weber asked if it would be beneficial to see if any of the local hospitals would be interested in doing detox and Pritzl stated that it was clear that none of the hospitals were interested in this. Weber also noted that there are plenty of nurses looking for volunteer work and she asked if this would be an option for the day report center or the transitional facility. Pritzl said it may be a possibility, but he felt that the NEW Community Clinic may be a better place for volunteers.

Pritzl stated that January will be the target to bring something to the Human Services Committee regarding mobile crisis. He will speak with Chair Evans about getting a Human Services Committee meeting prior to the County Board meeting. Pritzl continued that it would be reasonable to bring an RFP to the February Human Services meeting regarding the day report center. He would also like to see the transitional residential portion and detox portion go to the Human Service Committee in February.

Hoyer felt that this committee could meet again in February right before the February Human Services Committee meeting. A discussion continued as to the next meeting date and February 19, 2016 at 12:00 pm was selected.

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3. Such other matters as authorized by law. None.

Gossage said that he is on the Executive Board of Directors of Family Services and therefore he is recusing himself from any contractual discussions.

Motion made by Supervisor Hoyer, seconded by Sheriff Gossage to adjourn at 5:20 pm. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio
Recording Secretary

Minutes
BROWN COUNTY PLANNING COMMISSION
BOARD OF DIRECTORS
Wednesday, November 4, 2015
Green Bay Metro Transportation Center
901 University Avenue, Commission Room
Green Bay, WI 54302
6:30 p.m.

ROLL CALL:

Paul Blindauer	<u>Exc</u>	Mark Handeland	<u>X</u>	Debbie Schumacher	<u>Exc</u>
James Botz	<u>Exc</u>	Matthew Harris	<u>X</u>	Ray Tauscher	<u>X</u>
Brian Brock	<u>X</u>	Frederick Heitl	<u>X</u>	Lanny Tibaldo	<u>Exc</u>
William Clancy	<u>Exc</u>	Phil Hilgenberg	<u>X</u>	Jason Ward	<u>Exc</u>
Norbert Dantine, Jr.	<u>X</u>	Kathleen Janssen	<u>X</u>	Dave Wiese	<u>Exc</u>
Bernie Erickson	<u>X</u>	Dotty Juengst	<u>X</u>	Reed Woodward	<u>Exc</u>
Kim Flom	<u>X</u>	Patty Kiewiz	<u>X</u>	City of Green Bay (Vacant)	
Steve Gander	<u>X</u>	Michael Malcheski	<u>X</u>	City of Green Bay (Vacant)	
Adam Gauthier	<u>X</u>	Dan Robinson	<u>X</u>		
Steve Grenier	<u>X</u>	Terry Schaeuble	<u>Exc</u>		

OTHERS PRESENT: Chuck Lamine, Cole Runge, Peter Schleinz, and Kathy Meyer

1. Approval of the minutes of the October 7, 2015, regular meeting of the Brown County Planning Commission Board of Directors.

A motion was made by N. Dantine and seconded by P. Kiewiz to approve the minutes of the October 7, 2015, regular meeting of the Brown County Planning Commission Board of Directors. Motion carried.

2. Discussion and approval of the 2016 Transportation Planning Work Program.

C. Runge summarized the significant transportation planning issues in 2016.

- MPO Long-Range Transportation Plan Performance Measures Implementation
- Coordinated Public Transit – Human Services Transportation Plan Update
- Brown County Bicycle and Pedestrian Plan Update
- EIS for Transportation improvements in the southern portion of the Green Bay Metropolitan Area.

C. Runge stated that 2016 Public Works budget approved \$55,000 for engineering services work for the EIS's Interstate Access Justification Report (IAJR).

D. Robinson asked about the county's past and current policies for funding on-street bicycle facilities.

C. Runge stated that the county used to pay for half of the cost of five-foot bicycle lanes for urban street projects and for the entire cost of five-foot paved shoulders for rural road projects. C. Runge noted that this has changed over the last few years, and the policy is now that the county pays half of the cost of paving an additional three feet outside of the driving lanes for urban street projects and the entire cost of paving a three-foot shoulder for rural road projects. If communities want complete on-street bicycle lanes or paved shoulders, they now must cover the remaining cost.

A motion was made by D. Juengst and seconded by D. Robinson to approve the 2016 Transportation Planning Work Program. Motion carried.

3. Discussion and approval of local assistance contract for Village of Pulaski Comprehensive Plan Update.

C. Lamine stated that the contract with the Village of Pulaski is to update the Village of Pulaski's Comprehensive Plan and to develop a plan chapter that will serve as a Park and Outdoor Recreation Plan Update. Total contract cost is \$29,582. The project will begin in 2016 and is scheduled to be completed in 2017. The Village has already approved the contract.

M. Harris questioned the staff time and mileage reimbursement rates and asked if the rates were 2015 or 2016 figures.

C. Lamine and C. Runge indicated that the rates are 2015. Normally we have charged at the rates in the year we do the work in. C. Runge explained that typically the rates from year to year don't fluctuate by much, so the rate difference in 2016 will be negligible.

A motion was made by B. Erickson and seconded by M. Malcheski to approve the local assistance contract for the Village of Pulaski Comprehensive Plan Update. Motion carried.

4. Discussion and approval of Amendment to the Agreement Between Wisconsin Department of Natural Resources and Brown County Planning Commission for Water Quality Management Planning Assistance.

P. Schleinz summarized the amendment for an additional \$10,000 in grant funding.

A motion was made by D. Robinson and seconded by M. Harris to accept the Amendment to the Agreement Between Wisconsin Department of Natural Resources and Brown County Planning Commission for Water Quality Management Planning Assistance. Motion carried.

5. Directors Report.

C. Lamine apologized that the agenda packets were received late. C. Lamine explained that there was a procedural change in how our mail is handled.

C. Lamine stated that the department's 2016 budget was adopted without modifications.

C. Lamine reported that employee performance evaluations were completed in October.

C. Lamine recognized C. Runge for doing an excellent job of organizing and leading the 2105 MPO/RPC/WisDOT Fall Planning Conference in Green Bay. The conference was well attended and addressed a variety of livability topics.

B. Brock stated that he attended the conference and that he agrees that it was well organized and interesting.

A motion was made by N. Dantine and seconded by S. Gander to receive and place on file the Directors Report. Motion carried.

6. Brown County Planning Commission staff updates on work activities during the month of October, 2015.

A motion was made by R. Tauscher and by K. Flom to receive and place on file the Brown County Planning Commission staff updates on work activities during the month of October, 2015. Motion carried.

7. Other matters.

S. Grenier introduced and welcomed Kim Flom to the Planning Commission Board of Directors. Kim represents the City of De Pere.

K. Janssen asked S. Grenier if he had contacted state legislators regarding railroad crossings.

S. Grenier stated that he has compiled a list and hopes to bring the group together during the first two weeks of December.

8. Adjourn.

A motion was made by A. Gauthier and seconded by P. Kiewiz to adjourn. Motion carried.

The meeting adjourned at 7:03 p.m.

**STAFF REPORT
TO THE
BROWN COUNTY PLANNING COMMISSION
February 3, 2016**

November & December 2015 and through January 14, 2016 Staff Activity Reports

The recent major planning activities of Chuck Lamine, Planning Director:

- Coordinated and attended the November 4 Brown County Planning Commission Board of Directors meeting.
- Attended the December 14 Green Bay/Brown County Professional Football Stadium District Meeting.
- Attended the November 4, 2015 Brown County Board budget meeting.
- Attended three Economic Development Committee Department Head meetings with County Executive.
- Attended two City of DePere TID #10 Joint Review Board meetings as the Brown County representative.
- Attended the November 5, 2015 and January 7, 2016 Advance Municipal Issues Committee meetings.
- Facilitated staff meetings with Planning Division and PALS Manager Staff.
- Attended the Executive meeting the evenings of November 9, 2015 and January 11, 2016 regarding the Brown County Class & Compensation Plan and December 7, 2015 regarding request to fill two vacant staff positions in the Planning and Land Services Department.
- Initiated review for a Brown County Economic Development Revolving Loan Fund loan for a business in downtown De Pere.
- Assisted with development of a Request for Quotes for an environmental review for a potential land acquisition.
- Participated on screening panel for a vacant Brown County department head position.
- Prepared follow up information as a result of the Wisconsin Department of Administration monitoring visit for the CDBG-Economic Development Grant program.
- Attended the City of Green Bay Mayor's Beatification Award ceremony.
- Participated in two meetings with the Brown County Executive and County Principal Transportation Planner regarding the Southern Bridge project.
- Participated in two EIS Lead Agencies meetings with the County Principal Transportation Planner and WisDOT Northeast Region staff.
- Reviewed the federal Fixing America's Surface Transportation (FAST) Act that was signed by the President in December of 2015. Also participated in a FAST Act summary webinar that was hosted by the National Association of Counties.
- Participated in a webinar with other PALS staff called The Role of GIS in "Smart Communities."
- Participated in discussions regarding adding bicycle and pedestrian facilities as part of the reconstruction of CTH ZZ.
- Provided contact information for Cardinal Capital Management, Inc. Veterans Manor housing project to County Board Supervisor.
- Met with County Executive and Brown County representatives to discuss economic development services of Advance.
- Attended November 30, Planning, Development and Transportation Committee meeting.

- Met with Interim County Highway Commissioner on site to discuss improvements and potential road construction at the Brown County Research and Business Park.
- Met with County Executive and various Brown County staff regarding potential improvements and development of the Brown County Research and Business Park.
- Attended Kronos Version 8 Software training.
- Confirmed job creation for Amerex/Solberg CDBG ED Grant and met with County Executive and WisDOA staff regarding loan amendment request.
- Met with PALS staff to discuss development of the online POWTS data application.
- Met with Brown County representatives to discuss services of the Bay Lake Regional Planning Commission.
- Reviewed Land Records Modernization Grant and Land Information Plan developed by Land Information/GIS Coordinator Jeff DuMez.
- Completed orientation and attended first meeting as a representative to the Technical Services Committee.
- At request of City of Green Bay Alderman Mark Steuer met with him and Principal Transportation Planner to discuss City of Green Bay bicycle and pedestrian issues as they relate to the development of the Brown County Bicycle and Pedestrian Plan.
- Chaired the January 13, 2015 Brown County Land Information Council Meeting.

The recent major planning activities of Cole Runge, Principal Transportation Planner:

- Prepared the approved 2016 Transportation Planning Work Program and sent it to WisDOT, the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA).
- Hosted the 2015 MPO state conference. Also introduced each conference presentation and participated in the conference as a speaker.
- Participated in a quarterly MPO directors meeting following the MPO state conference.
- Prepared thank-you messages to all MPO conference speakers. Also compiled all of the conference's presentations and sent them to the conference participants.
- Worked with the Senior Transportation Planner to develop written responses to questions from FTA in preparation for Green Bay Metro's 2016 Triennial Review. Also reviewed and commented on written answers to other questions that were prepared by MPO staff.
- Researched traffic calming policies from throughout the United States in preparation for the development of a model traffic calming policy that can be used by communities in the Green Bay Metropolitan Planning Area. The development of a model traffic calming policy is a recommendation in the MPO's 2045 Long-Range Transportation Plan that was approved in October of 2015.
- Developed an update of the Brown County Comprehensive Plan's Transportation Chapter.
- Discussed possible ridesharing options for businesses in a business park with a representative of the Green Bay Area Chamber of Commerce.
- Developed the agenda and information packet for the December meeting of the Brown County Transportation Coordinating Committee (TCC). Also chaired the TCC meeting.
- Discussed establishing a specialized transportation mobility manager in Brown County with a representative of the Aging and Disability Resource Center of Brown County (ADRC). This mobility manager would help seniors and people with disabilities connect with transportation companies that could provide medical and other trips throughout Brown County. Also facilitated a discussion about establishing a Brown County mobility manager between the Brown County TCC and two mobility managers from nearby counties.
- Researched techniques and software that could be used to increase public participation in MPO planning activities.

- Participated in two EIS Lead Agencies meetings with the County Planning Director and WisDOT Northeast Region staff.
- Participated in two meetings with the Brown County Executive and County Planning Director regarding the Southern Bridge project. Also prepared project timelines and status summaries for these meetings.
- Completed the MPO's 2015 Freight Program Assessment and sent the completed assessment to FHWA for review. Also discussed the assessment with a representative of FHWA.
- Spoke to the Allouez Sunrise Optimists Club about Brown County transportation issues.
- Reviewed and commented on a draft survey that was prepared by Allouez staff for the village's bicycle and pedestrian plan update.
- Reviewed the federal Fixing America's Surface Transportation (FAST) Act that was signed by the President in December of 2015. Also participated in a FAST Act summary webinar that was hosted by the National Association of Counties.
- Participated in a webinar with other PALS staff called The Role of GIS in "Smart Communities."
- Discussed plans for adding bicycle and pedestrian facilities to CTH ZZ in Brown and Outagamie Counties with the Outagamie County Planning Director.
- Updated the Brown County crashes dataset for the MPO's 2016 Transportation System Performance Measures Report.
- Developed the MPO's report and reimbursement request to WisDOT for the fourth quarter of 2015. Also developed a transportation program expense report for the fourth quarter at the request of the Brown County Administration Department.
- Answered questions about the Transportation Alternatives Program (TAP) from potential TAP applicants.
- Developed an update of the status of the Southern Bridge Project's EIS and Interstate Access Justification Report (IAJR) at the request of the City of De Pere.
- Conducted eight weekly MPO staff meetings.

The recent major planning activities of Aaron Schuette, Principal Planner:

- Prepared and submitted CDBG-Housing quarterly reporting materials and reimbursement request to WDOA.
- Met with NeighborWorks Green Bay staff regarding the Housing Quality Standards inspections and processes on November 18.
- Update required journals and spreadsheets for the CDBG-Housing program.
- Prepared closeout letters for completed CDBG-Housing projects.
- Participated in a conference call with WDOA and the other CDBG-Housing regions on December 18.
- Provided CDBG-Housing application materials to telephone and email requests.
- Coordinated with the City of Manitowoc and WDOA regarding regional CDBG-Housing rehabilitation projects within the City.
- Reviewed open purchase orders for the CDBG-Housing and Brown County RLF-Housing programs for end of year.
- Gave a presentation on the regional CDBG-Housing program at the Wisconsin Onsite Water Recycling Association Conference in Stevens Point on January 29.
- Began developing the Brown County Comprehensive Plan Agricultural Resources/ Farmland Preservation Plan Chapter.

- Met with Brown County Land and Water Conservation Department staff to discuss the Farmland Preservation Program on December 18.
- Compiled a full draft of the Town of Glenmore Comprehensive Plan.
- Reviewed the full draft of the Glenmore Comprehensive Plan with the Glenmore Planning Commission on the evening of December 8.
- Prepared and sent out statutory review notices for the Town of Glenmore Comprehensive Plan.
- Facilitated and presented at the Town of Glenmore Comprehensive Plan open house meeting on the evening of January 12.
- Completed a draft of the Utilities and Community Facilities Chapter of the Town of Morrison Comprehensive Plan.
- Presented the draft Utilities and Community Facilities Chapter to the Town of Morrison Planning Commission on the evening of November 12.
- Met with the Town of Morrison Planning Commission to develop their Future Land Use Map on the evening of January 14.
- Completed a draft of the Transportation Chapter of the Village of Wrightstown Comprehensive Plan.
- Presented the visual preference survey results and draft Transportation Chapter to the Village of Wrightstown Planning Commission on the evening of December 14.
- Met with the Village of Wrightstown Planning Commission to develop the Future Land Use Map on the evening of January 11.
- Assisted the Village of Wrightstown planning consultant with a zoning question.
- Met with the Village of Pulaski president and staff regarding the comprehensive planning effort on November 17.
- Presented comprehensive planning background and process with the Village of Pulaski Planning and Zoning Commission on the evening of January 20.
- Met with the Rockland Town Clerk and Zoning Administrator regarding zoning map updates on December 22.
- Participated in a focus group on economic development opportunities in the Village of Ashwaubenon for the Village's comprehensive planning effort on November 10.
- Assisted the Village of Pulaski Zoning Administrator with a zoning issue.
- Provided materials to the Village of Allouez Planning and Zoning Administrator and Village Clerk with comprehensive plan amendment information.
- Assisted the Town of Green Bay Zoning Administrator with a zoning issue.
- Updated the Town of Rockland Zoning Map.
- Reviewed and scored grant applications for the Wisconsin Coastal Management Program.
- Prepared end of year invoices for comprehensive planning projects.
- Assisted 171 members of the public or local communities with inquiries related to the CDBG-Housing program, local planning, zoning, or land division issues.

The recent major planning activities of Peter Schlein, Senior Planner:

- Began review of 22 new certified survey maps (CSMs). Completed review of 22 CSMs. Signed and filed 8 CSMs.
- Began the review of 0 preliminary plats. Completed review of 1 preliminary plat. Began the review of 1 final plat. Completed review of 2 final plats. Signed and filed 2 final plats.
- Completed the review of 2 City of Green Bay CSM reviews and 1 City of De Pere CSM review.
- Completed the filing of the approved 2040 Brown County Sewage Plan with the WDNR.

- Completed an environmentally sensitive area (ESA) Plan Correction in the Village of Howard for Lot 54 of the Cardinal Crossing 3rd Addition subdivision. The plan correction established 35-foot setbacks on existing wetlands and eliminated a former floodway/floodplain from being an ESA.
- Completed an environmentally sensitive area (ESA) Plan Correction in the Town of Ledgeview for Lot 4 of the Eagle Bluff A Land Only Condominium 1st Addition subdivision. The plan correction established updated steep slopes and a 20-foot steep slope setback.
- Completed an environmentally sensitive area (ESA) Plan Correction in the Village of Suamico for Lots 16, 17, 18, 19, 41, 42, 43, 44, 48, 50, and 51 of the Moose Creek Estates subdivision. The plan correction established 35-foot setbacks on existing wetlands.
- Provided additional planning services and ESA related duties, including advice to inquiries related to potential major and minor ESA amendments, identification of ESA violations, and assisting the public regarding allowed and restricted uses within an ESA buffer.
- Continued to utilize an online format for submitting and filing SSA and ESA amendments with the WDNR – Bureau of Water Quality to expedite the review and approval process, saving time and money for staff and property owners. Using the program is required in order to be eligible for a water quality grant that Brown County applies for annually.
- Continued contact with staff from Brown County Public Works Department regarding the needs for data collection and updates related to the new MS4 Permit for Brown County.
- Received MS4 Annual Report Application Form from the WDNR. Began process to complete Annual Report for submittal to the WDNR by March 31, 2015.
- Completed a more efficient MS4 outfall mapping and monitoring process with staff from Brown County Department of Public Works. Brown County has been proposing a more efficient method for about 7 years, and the WDNR agreed to the new monitoring method in April 2015. New interactive maps that meet the permit criteria are being used for year 2015 annual reporting as a result of discussions with the WDNR.
- Received an MS4 Permit draft for review from the Environmental Protection Agency. Once put in place, the new permit will cover portions of the Brown County MS4 that lie within the borders of the Oneida Nation Reservation. The new MS4 permit likely impacts county highways and Pamperin Park.
- Worked with WDNR – Bureau of Water Quality and accepted an additional \$10,000 in water quality grant funding for year 2015 for a total of \$44,000 in grant funding for the year.
- Prepared the year 2016 grant application for the WDNR – Bureau of Water Quality. Staff was made aware that State and Federal budgets may be tight; staff budgeted for \$30,000 in 2016 grant funding.
- Completed the Final Draft of the Lawrence Comprehensive Plan. The Plan was recommended for approval by the Town Advisory Committee in December 2015, and was reviewed for approval by the Town Planning and Zoning Board in January 13, 2016. The Plan may be reviewed and approved by the Town Board as early as February 22, 2016.
- Completed the Final Draft of the Suamico Comprehensive Plan. The Plan was recommended for approval by the Village Board on January 4, 2016. Final edits were completed on January 7, 2016 and the plan was placed on the Brown County website.
- Developed a review committee and process to complete an update to the Brown County Outdoor Park and Recreation Plan. The Plan was last written in 2008. The project is proposed to be completed in 2016.
- Provided assistance and information to the general public, surveyors, and local units of government regarding various land divisions, potential developments, and general questions pertaining to the subdivision ordinance and general planning concepts via phone conversations and meetings.

The recent major planning activities of Lisa Conard, Senior Transportation Planner:

- As part of the 2016-2020 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area approval, worked with WisDOT staff regarding the Brown County Planning Commission Board of Directors approval of \$3,372,879 in STP-U funds to specific projects.
- Began and finalized the November edition of the *Green Bay Metro Quarterly Route Data and Analysis Report*. All of Metro's full service fixed routes were evaluated.
- Began writing the *Green Bay Metro – 2016 Annual Route Review and Analysis Report*.
- Wrote *Planning and Program of Projects* and portions of the *Technical Capacity* sections of the upcoming Federal Transit Administration Triennial Review (audit) on behalf of Metro staff. The Triennial Review is one of the Federal Transit Administration's (FTA) management tools for examining grantee performance and adherence to current requirements and policies. An on-site interview will be scheduled in 2016.
- Distributed information to potential applicants regarding the upcoming 2016-2020 Transportation Alternatives Program (TAP) funding cycle. The MPO will be responsible for assigning federal funds to qualifying projects. Project ranking and approvals are scheduled for the spring of 2016. Reviewed WisDOT's TAP guidelines document and application instructions in preparation for new cycle. Wrote Facebook and Twitter post. Met with WisDOT staff and potential applicant regarding application process.
- Continued discussion with area stakeholders regarding a sustainable funding strategy for implementing the Mobility Manager recommendation contained in the *Brown County Coordinated Public Transit-Human Services Transportation Plan for Brown County* report.
- Reviewed various publications regarding the new federal transportation law, Fixing America's Surface Transportation Act or FAST Act. The FAST Act is a fully-funded, five-year reauthorization of federal highway and transit programs. Attended Webinar sponsored by the National Association of Counties (NACo) regarding the same.
- Researched persons with disability statistics for Brown County at the request of a customer.
- Consulted and/or provided information to Metro staff regarding various services, compliance, and/or other issues.
- Participated in the January 13 meeting of the NE WI Regional Access to Transportation Committee. The purpose of the committee is to address issues relating to transportation for low income populations, the elderly, and persons with disabilities. Emphasis is placed on coordination and funding.
- Attended the day and one-half 2015 MPO/RPC/WisDOT Fall Planning Conference hosted by the Green Bay MPO.
- Participated in the Brown County Transportation Coordinating Committee (TCC) meeting on December 7. Recorded and wrote minutes.
- Participated in the Green Bay Transit Commission on November 18.
- Participated in MPO staff and BCPC staff meetings as necessary.

The recent major planning activities of Jeff DuMez, GIS/Land Records Coordinator:

- Produced the Land Information 3-Year Strategic Plan required by statute
- Organized & attended a Land Information Council meeting on Jan 13.
- Continued working on the replacement of the online GIS mapping software (GeoPrime) in coordination with Ashwaubenon, DePere and Green Bay. Finalized the MOU between the communities. Initiated project with vendor.
- Met with the Town of Scott to review GIS needs for the Town.
- Assisted the Public Works Department with snow plow tracking.
- Produced a 911 data refresh for Public Safety Communications.

- Attended and presented at a "Land Information Seminar" on Nov 18th. About 70 people attended.
- Attended three Technology Services Steering Committee meetings in December & January.
- Assisted the planners with various projects and maps.
- A lot of GIS database edits and updates to the system were done this month, consuming most of my time. These updates are much-needed especially as we are without a GIS Technician.
- Produced large custom map for the District Attorney for a court case.
- Produced large custom maps for Public Safety Communications.
- Coordinated with UW-Extension to update the Local Foods Access Interactive Map (online GIS application).
- Continued maintaining the GIS system servers. Several issues required troubleshooting.
- Created custom map and mailing list for parcels along a trash pickup route for the Town of Scott.
- Republished many of the online mapping services to implement new features and fix errors.
- Coordinated with aerial photo vendor to get the aerial images in a format compatible with the 911 system.
- Created an online (interactive) Town of Pittsfield zoning map.
- Assisted the County Treasurer with maps relating to county tax deed properties.
- Produced custom maps for the Green Bay Botanical Gardens.
- Produced large custom maps for the Town of Morrison.
- Provided GIS data and other services for Via Rail Logistics LLC, Digger's Hotline, HERE maps, Ramaker Associates, Vierbicher Associates, Abrahamson LLC Plumbing, Silvercrest Construction LLC, G&M Properties, CBRE, Valley Custom Fence, POB, Titledown Surveying, Wisconsin Land Surveying Inc, GAI Consultants, Northeast Asphalt, Community Planning, Robert E. Lee & Associates, OTIE, SGS, GRAEF Engineering, Miller Engineers & Scientists, Applied Data Consultants, Bank of Luxemburg, First American Core Logic, Chicago Title Co, WireData, Applied Ecological Services, Black Knight Real Estate Data Solutions, Mobiltie, OpportunitySpace, US Army Corps of Engineers, U.S. Fish & Wildlife Service, USGS Great Lakes Science Center, Luxemburg-Casco School District, Town of Lawrence, Town of Green Bay, Town of Eaton, Town of Pittsfield, Town of Scott, Town of Morrison, Town of Humboldt, City of DePere, City of Green Bay, Village of Bellevue, and others.
- Assisted other people with miscellaneous service, data, and training requests.
- Attended several staff meetings as needed.

The recent major planning activities of Dan Teaters, Planner I (GIS/Transportation):

Projects

- Brown County Comprehensive Plan Update
 - Completed 8 maps for the transportation chapter
- 2016 Brown County Bicycle and Pedestrian Plan
 - Created a contact/mailling list
 - Collected traffic count data from WisDOT
 - Collected speed limit data from every community in Brown County
 - Researched and began development of an interactive public comment platform using ArcGIS Online.
 - Completed the draft introduction section
 - Continued the development the bicycle and pedestrian statistics section

- Began updating the evaluation, education, engineering, enforcement, and encouragement section with updated standards and practices
 - Continued development of a bicycle facility recommendation model for Brown County roadways.
 - Began reviewing the potential for developing a Bicycle Level of Service model for Brown County roadways.
- Bicycle Parking
 - Completed bicycle parking data collection
 - All known bicycle racks are located
 - Most bicycle parking locations have an associated photo of the available parking facilities. Some locations in Pulaski, Denmark and Wrightstown will need to be visit in the future to collect a photo.
- Assigned addresses as requested
- Brown County GIS database updates
 - Updated street centerline speed limits
 - Created a new attribute in the street centerline database to identify road characteristic (urban vs rural)
 - Updated the street centerline database with new roads and associated data
- Web updates
 - Updated the Transportation web pages to include the approved TIP and LRTP.
 - Updated the Housing web page with updated application and informational documents.

Wellness Committee

- Attended the monthly meeting (1/27/16)
 - Prepared the agenda
 - Compiled and distributed subcommittee participation survey results
- Attended the monthly meeting (11/16/15)
- Attended the monthly meeting (12/3/15)
 - Served as meeting note taker
 - Wrote minutes for the 12/3/15 meeting
 - Created a voting system for subcommittee participation

Meetings

- MPO Staff Meetings Monday mornings
- Planning Department staff meeting (1/21/16)
- Participated in the regular staff meetings held on the first and fourth Thursday morning.
- MPO Staff Meetings Monday mornings
- Attended ACE's Green Bay meeting hosted by Live 54218 (11/25/15)
- Attended the FAST Act webinar (12/16/15)
- Met with Green Bay Public School District to discuss TAP application (12/10/15)

The recent major planning activities of Todd Mead, Planner I - Housing:

- Prepared and ordered eight (8) interim site inspections for the Northeastern Wisconsin Community Development Block Grant (CDBG) Housing Loan Program.
- Prepared and ordered seven (7) housing quality standards (HQS) inspections for CDBG clients.
- Prepared and ordered eleven (11) final site inspections for CDBG clients.
- Prepared and ordered three (3) lead-based paint assessment tests for CDBG clients.

- Prepared and ordered two (2) lead-based paint clearances for CDBG clients.
- Met with two (2) Brown County Housing Rehabilitation Revolving Loan Fund (RLF) clients and their contractors to prepare them for their future rehabilitation project.
- Prepared and ordered one (1) HQS inspection for a Brown County (RLF) Housing Loan Program client.
- Prepared and ordered one (1) final site inspection for a RLF client.
- Met with sixteen (16) CDBG clients and their contractors to prepare them for their future rehabilitation project.
- Opened two (2) new RLF applications.
- Opened ten (10) new CDBG applications.
- Denied and closed out one (1) CDBG application.
- Prepared and closed twenty-one (21) CDBG Housing Rehabilitation Loans.
- Prepared and closed two (2) RLF Housing Rehabilitation Loans.
- Submitted and corresponded with thirteen (13) bid documents to CDBG applicants for future rehab projects.
- Submitted and corresponded with one (1) bid document to a RLF applicant for their future rehab project.
- Attended staff meetings as needed.
- Attended a NE Wisc CDBG Committee Meeting.
- Attended monthly Brown County Lead Coalition meetings.
- Prepared for and closed on three Door County CDBG down payment home purchased loans.
- Prepared for and attended two Door County CDBG purchase final site inspection.
- Attended and gave a presentation to the Door County Board of Realtors Meeting.
- Continued to work on new and existing applicant files from Northeastern Wisconsin CDBG counties.
- Continued to work on new and existing applicant files from Brown County RLF Program.
- Continued general outreach and marketing efforts for our RLF and CDBG-Housing Loan Programs.

The recent major planning activities of Ker Vang, Planner I (GIS/Transportation):

GIS

- Provided US 41 data (right of way and topography) for IAJR report.
- Updated Figure 3-12 for Brown County Comprehensive Plan.

Green Bay Metro

- Updated roundabout inventory data. Took photos of new roundabouts and uploaded photos and data to ArcGIS online.
- Updated Green Bay Metro full service route system map. Printed full service route system map in different sizes as requested by Green Bay Metro.

Bike and Pedestrian Plan

- Continue to assist Transportation Planner (Teaters) on the Bike and Pedestrian Plan.
- Updated speed limit data for all arterial and collector roads.
- Continue to inventory bicycle parking data.
- Completed an inventory of traffic signals with and without countdown indicators.
- Updated mileage data of existing bicycle facilities in GIS.
- Updated contact information for private schools in Brown County.

- Began to contact communities in Brown County to get a list of the roads and their speed limits. Began to update the speed limit for communities that provided information.

Community Assistance

- Provided traffic counts data to a resident in the Town of Ledgeview.

Website

- Posted announcements on Facebook and Twitter as needed.
- Updated Transportation website as needed.
- Updated Planning website as needed.

Meetings

- Participated in MPO staff meetings every Monday morning and PALS staff meetings monthly.
- Attended the Blue Zones Greater Green Bay presentation on 11/3/15.
- Participated in a meeting with Laura Workman from Technology Service to discuss about Google Analytics.
- Attended a webinar session regarding "FAST Act" on 12/16/15.
- Attended a webinar session on "Adopting Complete Street Policies" on 12/3/15.
- Attended a webinar session on The Role of GIS in "Smart Communities" on 12/10/2015
- Attended a webinar session on "Establishing a Collaborative Approach for implementing Performance Based Transportation Planning" on 1/6/16.
- Attended a webinar session on "The New Federal Transportation Bill: What's the Impact on Safe Routes to School?" on 1/13/16.

BROWN COUNTY TRAFFIC SAFETY COMMISSION MEETING MINUTES

A regular meeting of the Brown County Traffic Safety Commission was held on Thursday, January 21, 2016, at 9:00 a.m., at the Brown County Sheriff's Office.

Present:

Randy Bani, Rachel Ballast, Peter Flucke, Chad Opicka, Michael Panosh, Cullen Peltier, Juliana Ruenzel, Andrea Schultz, Dan Sandberg, Bob Schuurmans, Tom Witczak, Justin Steinbrinck, Dan Van Lanen, Chris Blazek

I. Call to Order

Chairman Sandberg called the meeting to order at approximately 9:00 a.m.

II. Approve Minutes

Motion was made by Flucke and seconded by Schultz to accept the minutes from the October 2015 meeting. **Motion carried.**

III. I-41 Construction Update

Schuurmans stated that this is the last year for I-41 construction and is scheduled to be completed in mid-October. He stated that reconstructs will slow down and roads will be in maintenance mode as there will be no increase in funds for big projects.

IV. Multi-Jurisdictional OWI Task Force Update

Panosh stated that traffic fatalities were up last year in Brown County as well as statewide. The OWI Task Force's numbers have been very consistent lately and that a lot are repeat offenders.

V. BOTS Updates

See above.

VI. Fourth Quarter Traffic Fatalities

Sandberg reported that fatalities have trended down since the OWI Task Force was started. In the fourth quarter, there was a triple fatal on December 31. There were 16 fatalities for the year 2015. The city had more than the county, which is opposite from usual. It was discussed that pedestrians need a safe way to and from public transit areas to avoid pedestrian accidents.

VII. Update on Community Maps

Sandberg will have more on this at the next meeting.

VIII. Update on I-41 Sidewalk Discussion

There is concern as to no sidewalks on Lombardi Avenue at I-41 near the Titledown District area. Sandberg expressed the TSC's concerns about this to the Village of Ashwaubenon administrator. He received a response from Allison

Swanson who stated they have talked to the Packers about adding a sidewalk on Lombardi when the Kmart area of the Titledown District is constructed and that they will request a sidewalk for the next segment that gets redeveloped from Marlee south to Argonne, but they don't anticipate that happening for some time. Sandberg stated he will keep on them about this.

IX. Discussion on TSC Social Media Site

Sandberg feels that it is important to have something about the TSC on the county website. It was suggested that Twitter and Facebook would also be good media outlets to post safety tidbits and general information from the TSC, including OWI arrests. A few people would need administrative rights to post on Facebook. Steinbrinck stated it would be simple to create a Facebook page for TSC. He stated for it to be effective, information should be released on a schedule and in a timely manner when something newsworthy happens. Motion was made by Witczak and seconded by Peltier to go forward with setting up Facebook and Twitter accounts for the TSC. **Motion carried.** Steinbrinck will get this started.

X. Citizen Appearances
None.

XI. Other Business as Allowed by Law

Flucke stated the DOT is hosting a pedestrian/bike training course April 19-20.

Ballast stated she would like road closures posted on Community Maps and the BCSO Facebook page.

Schultz stated she and Kim Hess are doing a car seat installation class February 15-18 with Grand Chute Fire.

Sandberg mentioned to Schuurmans that there is a chokepoint on STH 172 to I-43 SB after Packers games, causing a backup, and wanted to know if this could be fixed. Schuurmans stated that would be a multi-million dollar improvement and would be hard to justify for events such as this.

Sandberg also told Schuurmans about a letter he received with concerns about the speed limit on STH 172 that is supposed to be raised to 65 MPH after road construction is completed. The concern is that there is too much congestion on 172, particularly on the bridge with merging issues. The BCSO will be included in discussions when/if the DOT plans to do this.

The next meeting was set for Tuesday, April 12, 2016, at 9:00 a.m., at the Brown County Sheriff's Office, 2684 Development Drive, Green Bay, WI.

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Meeting adjourned at approximately 10:30 a.m.

Respectfully submitted,

Captain Dan Sandberg #210, BRSO
Brown County Traffic Safety Commission

**PROCEEDINGS OF THE BROWN COUNTY
VETERANS' RECOGNITION SUBCOMMITTEE**

Pursuant to Section 19.84, Wis. Stats., a regular meeting of the **Brown County Veterans' Recognition Subcommittee** was held on Tuesday, January 19, 2016 at 4:30 p.m. in Room 200 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

PRESENT: Chair Erickson, Jim Haskins, Ed Koslowski, Duane Pierce, Joe Witkowski, Cressie Birder, Linda Reiten, Lynn Geiser

EXCUSED: Delores Pierce, Tracy Rosinski, Rosemary Desisles

****Running Total of Veterans' Certificates: 1726**

1. **Call Meeting to Order.**

The meeting was called to order by Chair Bernie Erickson at 4:30 pm.

2. **Invocation.**

3. **Approve/Modify Agenda.**

Motion made by Duane Pierce, seconded by Jim Haskins to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

4. **Approve/Modify Minutes of December 15, 2015.**

Motion made by Joe Witkowski, seconded by Ed Koslowski to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

5. **Presentation re: Honor Rewards Program.**

CVSO Jerry Polus introduced Ellen Arguellez from Fidlar Technologies to the group. Ellen talked about the Honor Rewards Program. She said that Fidlar Technologies is the software company that supports the Register of Deeds office. She explained that the Honor Rewards program is a way to honor and acknowledge the service and sacrifice that veterans have given to the country. She presented a Power Point that explains the program. Veterans sign up for the program online and order an ID card and then present the ID card at participating businesses to receive discounts and other offers. Businesses are also able to sign up and list their discount online. Ellen stated that there are a number of ways to promote the program, including face to face visits with businesses, sending letters to businesses and word of mouth. Following the presentation, Ellen answered questions from the Subcommittee.

Polus asked if this program is typically offered to reservists and National Guard members and Ellen responded that it is up to the county and she estimated that about half of the counties allow reservists and National Guard members to participate and about half of the participating counties also allow spouses to participate in the program.

Koslowski asked if the ID card is valid in all counties that have the Honor Rewards program. Ellen responded that that is determined on a county by county basis but she felt that most businesses would honor out of county IDs.

Polus noted that the veteran benefits by receiving discounts on a year round basis, but for the businesses it also provides free advertising so it is a mutually beneficial program. Ellen talked about the launch kit they provide to businesses when they sign up to participate in the program. She also indicated that they do not

store information from veterans when they sign up for their cards so it is very, very secure. Linda Pera of the Register of Deeds Office was in attendance at the meeting and noted that the Veterans Office would incur costs to mail the ID cards out after they are received from Fidlir but also noted that if the businesses would be agreeable to accepting a military or medical ID card or the veterans license as proof of being a veteran, the ID cards from Fidlir may not need to be mailed out. Alternatively, Polus noted that he could ask the veterans to pick up the cards in his office.

Polus stated his largest concern is how to reach out to the thousands of businesses in Brown County to let them know about the program. He noted that he intends to reach out to a number of Chambers and business associations and ask them to do the soliciting of businesses. Ellen also indicated that she has several examples of letters that can be sent to the businesses explaining the program and asking for participation and she would be able to help draft something specific for Brown County. She also has examples of press releases and she noted that the most successful campaigns use both a newspaper and TV launch at the same time. Ellen also has a letter to veterans that she recommends providing at the time they receive their ID card.

Ed Koslowski thought it sounded like a good program and it should be open to everyone who signed on the dotted line, including the reserves and National Guard. He suggested that this could also be promoted at the event at the Fair and through the veterans' organizations as well. Erickson agreed that the Fair would be a good place to promote this. He asked how long it would take to get Brown County enrolled in the program and Ellen responded that it could be done immediately. Lynn Geiser asked for confirmation of what the qualifiers would be and Polus responded that he would like this to be available to members of the reserves and National Guard as well as active duty personnel. Duane Pierce agreed that including everyone would be more logical as there are some offers and other things that are available to active duty personnel but not reserves or National Guard. Geiser agreed that including all services members would be nice as some feel that they are not eligible for all of the benefits.

Ellen said the average discount is between 10 – 15% off of products or services, although each business decides what to offer. Haskins asked what percentage of businesses typically participate in the program and Ellen stated that she was not able to give a specific figure because it varies widely across the board but she did say that launch campaigns are much more successful when there is face to face contact with businesses. Pierce noted that when he goes to a business that treats veterans well, he tells all the other veterans he knows and this would help promote participating businesses.

Erickson's suggestion was to move ahead with the program, get Brown County listed on the Honor Rewards website and get some launch kits and go from there. Joe Witkowski asked if the County Board needed to vote on this and Erickson stated that approval of the Board was not necessary. Polus added that an announcement will be made to the Board to make them aware that the program is being started. Polus said he would like to meet with the Chamber and the business associations to determine what role they can play to help implement the program and set a target start date. He said that he and Erickson will do some legwork over the next 30 days with the Chambers and business associations and we can discuss this in greater detail at the next meeting.

**6. Possible Discussion re: 2016 Veterans' Appreciation Day at the Brown County Fair.
6A. 25th Anniversary of Desert Storm.**

There was nothing new regarding the Fair to report.

7. Report from CVSO Jerry Polus.

Polus reported that some policies and procedures have been changed in his office but they are mainly internal changes and nothing critical. He indicated that last year they provided approximately \$19,000 of assistance to needy veterans from their emergency fund. Polus and his staff are working on fine tuning the guidelines for the program in the area of accountability and record keeping. He will explain this further at next month's meeting.

Polus continued that 2016 is off to a good but busy start. Witkowski asked if the Veterans Court was still going well and Polus indicated that it is and he continues to go to court on Friday mornings. The program has been successful and there have been some graduates. Polus also noted that they are working on doing some outreach at the Vet's Center, Veterans' Hospital and NWTC.

8. Comments from Carl Soderberg.

Carl Soderberg was not in attendance and therefore no report was given.

9. Report from Committee Members Present (Erickson, Dahlke, Desisles, Haskins, Geiser, Koslowski, Maino, Pierce, Rosinski & Witkowski).

-Erickson did not have anything to report.

-Haskins reported that he had seen a truck in De Pere recently from Maximum Trucking Company. He was impressed with the truck as it said "Thanks to All Armed Forces for Keeping Our Country Free" and it had a number of patriotic pictures on it. Haskins also shared several recent articles from the newspaper relating to veterans. One was about the Quilt of Valor and the other was about a veteran's ashes that were put in shotgun shells and then fired by relatives and friends of the deceased veteran.

-Geiser reported that Delores Mueller passed away on January 17, 2016. Mueller was active in the American Legion for 65 years. Her funereal will be held on January 21, 2016 from 4:00 – 8:00 pm at Blaney Funeral Home. Geiser also noted that the Women's Empowerment Group paint and wine event is on Thursday night at 6:30 pm and all women veterans, spouses and sisters are invited.

-Koslowski talked about Civil Air Patrol 169 and asked if the Subcommittee felt that they should be asked to participate in the Fair event. Polus noted that they did do a nice ceremony at the arena and he felt that they should be asked to participate in the Fair. Koslowski also said that he had sent out an e-mail regarding a veterans' mentoring group that has been formed in Appleton and asked the Subcommittee if he should invite someone from that group to talk at this Subcommittee.

Koslowski continued that he has been advised that proceeds from the City Run will be going to the Veterans' Court this year instead of the Wounded Warriors. He concluded his report by saying that there is a PTSD seminar being presented in King. He will be attending along with Lynn Geiser.

Koslowski also had tickets for the UPS Society who will be holding their Washington Lincoln Annual Dinner at the Woods on Monday, February 15. The Veteran of the Year, Larry Heyrman, President of the UPS will be honored at this event. Tickets are \$13.50 each.

-Pierce reported that he had recently received a call from one of the Vietnam Vets of America in the Eau Claire Chapter and it was indicated that this summer they will be doing a large event in conjunction with the Vietnam War's 50th anniversary. They will have the traveling wall there along with a number of other activities. Pierce will keep the Subcommittee advised of this event as it gets nearer. He also mentioned the Pow Wow on Armed Forces weekend in Keshena and he will keep the Subcommittee advised of this event as well.

-Witkowski shared a picture of the Women's Bowling Association who recently prepared and delivered more than 400 Christmas baskets for veterans confined to nursing homes and assisted living facilities in Brown and Kewaunee Counties as well as Seymour. Witkowski also shared an article on the Cape Canaveral National Cemetery in Florida and indicated that they will be having their first private interment ceremony soon and will be open to burial of other veterans the following day. Witkowski concluded by sharing an article about an author who is writing a book about the Battle of the Bulge.

10. Such Other Matters as Authorized by Law.

None.

11. **Adjourn.**

Motion made by Jim Haskins, seconded by Duane Pierce to adjourn at 5:51 pm. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio
Recording Secretary